

Subject: NOAA Travel Transmittal 10

Date: January 1, 2002

From: R. J. Dominic

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 10

The purpose of this notification is to make you aware that Travel Transmittal Number 10 has been posted on the NOAA Travel Office web page at <http://www.rdc.noaa.gov/~finance/travel.htm>. Please visit our web page to view the NOAA travel regulations or to update your NOAA travel handbook. Travel Transmittal 10 provides updated NOAA guidance on authorizing and approving officials and how to indicate leave on travel authorizations. It also updates travel delegations and foreign travel visa requirements.

Citibank is offering an optional payment method to Government employees called "SpeedPay" which is an electronic check service that allows Citibank to accept check payments of \$25 or more from cardholders over the phone. Cardholders located within the United States can access speedpay by calling the Customer Service telephone number 1-800-790-7206 between 7 a.m. and 11 p.m. EST, Monday through Friday. Cardholders located outside the United States can access speedpay by calling Citibank's Customer Service Department collect at 1-904-954-7850. Cardholders using Speedpay will be charged a \$5.00 transaction fee which will be included in the amount deducted from the cardholder's checking account. Please note that the \$5.00 transaction fee **cannot be claimed** as a reimbursable travel expense on a travel voucher.

NOAA employees can access their Citibank travel card bank statements from our website through Citidirect. To access Citidirect from our website, click on "Citibank."

Effective March 1, 2002, the transaction fee for domestic tickets issued (paper or electronic) at the SATO on-site locations in HCHB and in Silver Spring will be increased to \$16.06, and the rebate/refund received for international tickets issued will be \$12.89. For field locations, including the San Antonio Reservation Center, the transaction fee will be increased to \$14.06 for domestic air travel, and the rebate/refund for international tickets will be \$15.89.

It is important to know that no charges are incurred when reservations are made or changed prior to ticketing. Charges are incurred when tickets are actually issued. Therefore, travelers should ensure that their travel plans are firm before requesting tickets to be issued. In addition, travelers must return any unused tickets to SATO immediately. Otherwise, unused tickets will continue to be charged to the organization of the travel authorization.

Please contact Rachael Wivell or Pat Oliver on (301) 413-3060 if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 10

1. Filing Instructions for the NOAA Travel Handbook (NTH).

The attached pages **completely replace** your NOAA Travel Regulations, Chapters 300 and 301 only. Replacement pages for your NTH are attached as follows:

Remove

Page 300-i
dated September 1999

Page 300-2-1
dated September 1999

Pages 300-2-2 thru 300-2-3
dated May 2000

Pages 300-4-1 thru 300-4-2
dated September 1999

Page 301-i
dated June 2000

Page 301-1-1
dated June 2000

Insert

Page 300-i
dated January 1, 2002

Page 300-2-1
dated January 1, 2002

Pages 300-2-2 thru 300-2-3
dated January 1, 2002

Pages 300-4-1 thru 300-4-2
dated January 1, 2002

Page 301-i
dated January 1, 2002

Page 301-1-1
dated January 1, 2002

Page 301-1-2
dated September 1999

Page 301-1-2
dated January 1, 2002

Page 301-2-1
dated December 2000

Page 301-2-1
dated January 1, 2002

Page 301-2-2
dated September 1999

Page 301-2-2
dated January 1, 2002

Page 301-2-3
dated June 2000

Page 301-2-3
dated January 1, 2002

Pages 301-2-4 through 301-2-6
dated December 2000

Pages 301-2-4 through 301-2-6
dated January 1, 2002

Page 301-2-7
dated November 2000

Page 301-2-7
dated January 1, 2002

Page 301-2-8 through 301-2-10
dated September 1999

Page 301-2-8 through 301-2-10
dated January 1, 2002

Page 301-2-11
dated November 2000

Page 301-2-11
dated January 1, 2002

Pages 301-2-12 through 301-2-17
dated September 1999

Pages 301-2-12 through 301-2-17
dated January 1, 2002

Pages 301-2-18 through 301-2-22
dated June 2000

Pages 301-2-18 through 301-2-25
dated January 1, 2002

Page 301-10-1
dated December 2000

Page 301-10-1
dated January 1, 2002

Page 301-10-2
dated May 2001

Page 301-10-2
dated January 1, 2002

Pages 301-10-3 through 301-10-8
dated December 2000

Pages 301-10-3 through 301-10-8
dated January 1, 2002

Pages 301-11-1 through 301-11-6
dated September 1999

Pages 301-11-1 through 301-11-6
dated January 1, 2002

Pages 301-12-1 through 301-12-3
dated September 1999

Pages 301-12-1 through 301-12-3
dated January 1, 2002

Pages 301-51-1 through 301-51-3
dated June 2000

Pages 301-51-1 through 301-51-3
dated January 1, 2002

Page 301-51-4
dated November 2000

Page 301-51-4
dated January 1, 2002

Pages 301-52-1 through 301-52-2
dated June 2000

Pages 301-52-1 through 301-52-2
dated January 1, 2002

Page 301-53-1
dated September 1999

Page 301-53-1
dated January 1, 2002

Pages 301-74-1 through 301-74-2
dated June 2000

Pages 301-74-1 through 301-74-2
dated January 1, 2002

Pages 306-7-9 through 306-7-20
dated November 1, 2000

Pages 306-7-9 through 306-7-24
dated January 1, 2002

2. Explanation of Changes. The attached pages provide updated NOAA guidance on authorizing and approving officials and how to indicate leave on travel authorizations. It also updates travel delegations and foreign travel visa requirements.

3. File this cover memorandum in the front of the NTH. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008
MASC - Boulder----- (303) 497-6199
CASC - Kansas City--- (816) 426-7543 x431
EASC - Norfolk----- (757) 441-6897
NOAA Travel Office--- (301) 413-3060

Attachments

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>
CHAPTER 300		2-10.....10		<u>Part 301-11</u>	
300i.....10		2-11.....10		11-1.....10	
		2-12.....10		11-2.....10	
<u>Part 300-2</u>		2-13.....10		11-3.....10	
2-1.....10		2-14.....10		11-4.....10	
2-2.....10		2-15.....10		11-5.....10	
2-3.....10		2-16.....10		11-6.....10	
		2-17.....10			
<u>Part 300-4</u>		2-18.....10		<u>Part 301-12</u>	
4-1.....10		2-19.....10		12-1.....10	
4-2.....10		2-20.....10		12-2.....10	
300-4(a) - 300-4(q)..(no date)		2-21.....10		12-3.....10	
		2-22.....10			
CHAPTER 301		2-23.....10		<u>Part 301-51</u>	
301-i.....10		2-24.....10		51-1.....10	
		2-25.....10		51-2.....10	
<u>Part 301-1</u>				51-3.....10	
1-1.....10		<u>Part 301-10</u>		51-4.....10	
1-2.....10		10-1.....10			
		10-2.....10		<u>Part 301-52</u>	
<u>Part 301-2</u>		10-3.....10		52-1.....10	
2-1.....10		10-4.....10		52-2.....10	
2-2.....10		10-5.....10			
2-3.....10		10-6.....10		<u>Part 301-53</u>	
2-4.....10		10-7.....10		53-1.....10	
2-5.....10		10-8.....10			
2-6.....10				<u>Part 301-74</u>	
2-7.....10				74-1.....10	
2-8.....10				74-2.....10	
2-9.....10					

NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

<u>Page</u>	<u>Date</u>	<u>Page</u>	<u>Date</u>	<u>Page Trans #</u>	<u>Page Trans #</u>
CHAPTER 302		<u>Part 302-9</u>		<u>Part 306-1</u>	<u>Part 306-7</u>
		2-9(1).....July 90		1-1.....6	7-12.....10
<u>Part 302-1</u>				1-2.....6	7-13.....10
2-1(1).....May 99		<u>Part 302-10</u>			7-14.....10
2-1(2).....May 99		2-10(1).....May 99		<u>Part 306-3</u>	7-15.....10
2-1(3).....May 99		2-10(2).....May 99		3-1.....6	7-16.....10
2-1(4).....May 99		2-10(3).....May 99		3-2.....6	7-17.....10
2-1(5).....May 99		2-10(4).....May 99		3-3.....6	7-18.....10
2-1(6).....May 99		2-10(5).....May 99			7-19.....10
2-1(7).....May 99		2-10(6).....May 99		<u>Part 306-4</u>	7-20.....10
2-1(8).....May 99				4-1.....6	7-21.....10
2-1(9).....May 99		<u>Page Transmittal#</u>		4-2.....6	7-22.....10
					7-23.....10
<u>Part 302-2</u>		<u>Part 302-12</u>		<u>Part 306-5</u>	7-24.....10
2-2(1).....July 91		12-1.....9		5-1.....6	
		12-2.....9		5-2.....6	
<u>Part 302-4</u>		12-3.....9		5-3.....6	
2-4(1).....July 90		12-4.....9			
		12-5.....9		<u>Part 306-6</u>	
<u>Part 302-5</u>		12-6.....9		6-1.....6	
2-5(1).....December 90		12-7.....9		6-2.....6	
		12-8.....9			
<u>Part 302-6</u>		12-9.....9		<u>Part 306-7</u>	
2-6(1).....July 90		12-10.....9		7-1.....6	
		12-11.....9		7-2.....6	
<u>Part 302-7</u>		12-12.....9		7-3.....6	
2-7(1).....July 90		12-13.....9		7-4.....6	
				7-5.....6	
<u>Part 302-8</u>		CHAPTER 306		7-6.....6	
2-8(1).....July 90				7-7.....6	
2-8(2).....December 90		306-i.....6		7-8.....6	
2-8(3).....July 90				7-9.....10	
				7-10.....10	
				7-11.....10	

DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

Page Transmittal

CHAPTER 301

Part 301-1

(this part should follow Federal pg 2-2)

1-1.....	11
1-2.....	11
1-3.....	11
1-4.....	11
1-5.....	11
1-6.....	11
1-7.....	16
1-8.....	16
1-9.....	16
1-10.....	16
1-11.....	16
1-12.....	16
1-13.....	8
1-14.....	8
1-15.....	8
1-16.....	8
1-17.....	8
1-18.....	8
1-19.....	8
1-20.....	8
1-21.....	8
1-22.....	8
1-23.....	11
BLANK PAGE	
1-25.....	11

Page Transmittal

Part 301-2

(this part should follow Federal pg 10-19)

2-1.....	8
2-2.....	8
2-3.....	8

Part 301-3

(this part should follow DOC pg 2-3)

3-1.....	8
3-2.....	8
3-3.....	8
3-4.....	8
3-5.....	8
3-6.....	8
3-7.....	8

Part 301-4

(this part should follow DOC pg 3-7)

4-1.....	8
4-2.....	8

Part 301-7

(this part should follow Federal pg 11-19)

7-1.....	8
7-2.....	8
7-3.....	8
7-4.....	8
7-5.....	8
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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)

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CHAPTER 301 (continued)

Part 301-8

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Part 301-5

(this part should follow Federal pg 12-2)

5-1.....8

5-2.....8

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Part 301-6

(this part should follow DOC pg 5-3)

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Part 301-9

(this part should follow DOC pg 6-2)

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Part 301-10

(this part should follow Federal pg 51-5)

10-1.....15

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10-7.....15

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10-10.....15

10-11.....15

10-12.....15

10-13.....15

10-14.....15

10-14.....15

10-15.....15

10-16.....15

10-17.....15

10-18.....15

10-19.....15

10-20.....15

10-21.....15

10-22.....15

10-23.....15

10-24.....15

10-25.....15

10-26.....15

10-27.....15

10-28.....15

10-29.....15

10-30.....15

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Part 301-11

(this part should follow Federal pg 52-5)

11-1.....8

DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)

DOC Travel Handbook, Special Transmittal 004, Dated February 25, 2000, was issued without page numbers. File behind FTR according to Part. Pages with multiple parts, e.g., questions and answers from Part 301-51 appear on the same page as 301-52, need to be copied so that each can be filed in their appropriate Part.

Part 301-51

301-51.1 thru 301-51.7

Part 301-52

301-52.17 thru 301-52.23

Part 301-54

301-54.1

Part 301-70

301-70.700 thru 301-70.707

Part 301-71

301-71.204 thru 301-71.213

Part 301-76

301-76.1 thru 301-76.101

DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 302

Page Transmittal #

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CHAPTER 302

11-16.....8

Part 302-1

11-17.....8

1-1.....8

11-18.....8

1-2.....8

11-19.....8

1-3.....8

11-20.....8

11-21.....8

Part 302-5

Part 302-12

5-1.....9

12-1.....9

5-2.....9

12-2.....9

5-3.....9

12-3.....9

BLANK PAGE

12-4.....9

5-5.....8

12-5.....9

5-6.....8

12-6.....9

12-7.....9

Part 302-8

12-8.....9

8-1.....8

12-9.....9

8-2.....8

12-10.....9

8-3.....8

12-11.....9

8-4.....8

12-12.....9

12-13.....9

Part 302-11

12-14.....9

11-1.....8

12-15.....9

11-2.....8

12-16.....9

11-3.....8

12-17.....9

11-4.....8

12-18.....9

11-5.....8

12-19.....9

11-6.....8

12-20.....9

11-7.....8

12-21.....9

11-8.....8

12-22.....9

11-9.....8

12-23.....9

11-10.....8

12-24.....9

11-11.....8

11-12.....8

11-13.....8

11-14.....8

11-15.....8

DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 305 and 306

Page Transmittal #

CHAPTER 305

Part 305-1

1-1.....	8
1-2.....	8
1-3.....	16
1-4.....	16

Part 305-2

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2-2.....	8

Part 305-3

3-1.....	8
3-2.....	8

Part 305-4

4-1.....	8
4-2.....	8
4-3.....	8
4-4.....	8
4-5.....	8
4-6.....	8
4-7.....	8
4-8.....	8
4-9.....	8
4-10.....	8
4-11.....	8
4-12.....	8
4-13.....	8

Page Transmittal #

CHAPTER 306

Part 306-1

1-1.....	8
1-2.....	8
1-3.....	13

BLANK PAGE

1-5.....	8
1-6.....	8
1-7.....	8
1-8.....	8
1-9.....	8
1-10.....	8

Part 306-2

2-1.....	8
2-2.....	8

CHAPTER 300–GENERAL

Subchapter A–Introduction

Part	
300-2	How to use the FTR
300-4	Travel forms

Subchapter A–Introduction

PART 300-2--HOW TO USE THE FEDERAL TRAVEL REGULATIONS (FTR)

Subpart A-General

Sec.

- 300-2.1(a) What is the NOAA Travel Handbook (NTH)?
300-2.1(b) Where can I find travel information on the Internet?

300-2.1(a) What is the NOAA Travel Handbook(NTH)?

The NOAA Travel Handbook (NTH) is comprised of the (1) Federal Travel Regulations (FTR) printed on white paper, (2) Department of Commerce (DOC) Travel Handbook printed on yellow paper, and (3) NOAA Travel Regulations (NTR) printed on blue paper.

300-2.1(b) Where can I find travel information on the Internet?

You can find travel information at the following Internet sites:

NOAA Travel Web-site: <http://www.rdc.noaa.gov/~finance/travel.htm>

CITIBANK

Regulations on Mandatory Use of the Government Citibank Travel Card
Citibank Travel Card Regulations
Citibank Travel Card Forms (application and instructions)
Citibank Web-Site
Citibank ATM Locator
CitiDirect (CitiDirect directions)

CONTRACTOR TRAVEL

FOREIGN TRAVEL

OTHER USEFUL TRAVEL SITES

Centers for Disease Control (CDC)
CIA FACTBOOK
Department of State
FIMA/CAMS ACCS Conversion
GSA Website
GSA Board of Contract Appeals
Hotel/Motel Fire Safety Act of 1990
Mileage and Map Information
Universal Currency Converter

PER DIEM RATES

RELOCATION

Home Sale Flow Chart
Home Purchase Flow Chart
PCS Entitlements and NOAA'S Home Sale and Home Purchase Programs
Estimate Worksheet of PCS Expenses
PCS Forms
Summary of PCS Expenses
PCS Regulations

SATO

SATO Transaction Fees

SATO Questions and Answers

SATO Web-site:

- I Phone Numbers
- I Traveler Profile Form
- I Reservation Request Form
- I Frequently Asked Questions
- I Links for Government Travelers
- I On-Line Itinerary
- I Feedback Form

DOC Guidance on Department-Wide Contract for Travel

Management Services with SATO

SATO Profile Form

E-Ticket Q&A's

NOAA Travel Regulations

- I NOAA Travel Handbook Labels
- I Cost Comparison Sheet (POV versus common carrier)
- I Travel Advisories
- I Travel Transmittals

DOC Travel Regulations

Federal Travel Regulations

SPECIAL NOTICE: The NOAA Travel Handbook and all future travel regulation updates (includes Federal Travel Regulations, Department of Commerce Travel Regulations, and NOAA Travel Regulations) will be posted on the following Internet site, and will not be distributed in hard-copy format: <http://www.rdc.noaa.gov/~finance/travel>

PART 300-4--TRAVEL FORMS

The following blank forms have been printed on white paper so that they can be copied and used. Users of Travel Manager will use Travel Manager default forms when preparing travel authorizations and travel vouchers and non-users will use the Form CD-29, Travel Order, and the Form CD-370, Travel Voucher.

Sec.

- 300-4(a) (1)Click here for **Form CD-29, Travel Order** (travel authorization):
<http://www.doc.gov/forms/pdf/cd29fll.pdf>
See FTR, Chapter 301-2.1, and NTR, Chapter 301-2.1(a) - 301-2.1(i).
- (2)**Travel Manager authorization default form** (3 pages)
- 300-4(b) Click here for **Form CD-210, Record of Gift or Bequest**:
<http://www.doc.gov/forms/pdf/cd210fll.pdf>
See FTR, Chapter 304-1, DOC 301-10.5, and NTR, Chapter 301-2.5(n) - 301-2.5(n)(iii).
- 300-4(c) Click here for **Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses**: <http://www.doc.gov/forms/pdf/cd538fll.pdf>
(This form must accompany the Form CD-210 whenever the payment exceeds \$250).
- 300-4(d) Click here for **Form CD-342, Record of Gifts and Decorations from Foreign Governments**: <http://www.doc.gov/forms/pdf/cd342fll.pdf>
See FTR, Chapter 304-1, and NTR, Chapter 301-2.5(n) - 301-2.5(n)(iii).
- 300-4(e) Click here for **Form CD-334, Request for Approval of Extra Fare Air Accommodations**: <http://www.doc.gov/forms/pdf/cd334fll.pdf>
See FTR, Chapter 301-10.121 - 301-10.124, and NTR, Chapter 301-2.5(a) - 301-2.5(a)(i).
- 300-4(f) Click here for **Form CD-369, Travel Advance**:
<http://www.doc.gov/forms/pdf/cd369fll.pdf>
This form should only be necessary for invitational travel. NOAA employees are expected to obtain the Citibank Government travel card.
See NTR, Chapter 301-51.

- 300-4(g) (1)Click here for **Form CD-370, Travel Voucher**:
<http://www.doc.gov/forms/pdf/cd370fl.pdf>
This form has a front and back.
See NTR, Chapter 301-2.1(j).
(2)Travel Manager voucher default form (3 pages)
- 300-4(h) Click here for **Form CD-370, Travel Voucher - Continuation Sheet**:
<http://www.doc.gov/forms/pdf/cd370afl.pdf>
This form has a front and back.
- 300-4(i) **NOAA Form 42-5, Trip Authorization**
See NTR, Chapter 301-2.1(f) - 301-2.1(i), and NTR, Chapter 301-2.5(r).
- 300-4(j) **NOAA Form 42-8, Aircraft Charter Agreement**
See NTR, Chapter 301-10.
- 300-4(k) **Fly America Act Justification Statement**
See FTR, Chapter 301-10.131 - 301-10.143.
- 300-4(l) **Standard Form (SF)-1164, Claim for Reimbursement for Expenditures on Official Business** (2 pages)
This form is used for local travel and has a front and back. It is available as a Travel Manager default form.
- 300-4(m) Click here for **Citibank Government Cardholder Account Agreement**:
<http://www.citibank.com/us/gcs/document.htm>
- 300-4(n) **Instructions for Completing the Citibank Government Travel Card Setup Form**
- 300-4(o) **Citibank Government Travel Card Setup Form**
- 300-4(p) **U. S. Department of Commerce Employee Acknowledgment Statement and Approving Official Certification Statement**
This form must accompany the Citibank Government Travel Card Setup Form.
- 300-4(q) **Citibank Government Purchase or Travel Card Maintenance Form**
This form is used when making changes to the Citibank Government travel card account.

**CHAPTER 301–TEMPORARY DUTY (TDY) TRAVEL
ALLOWANCES**

Subchapter A–Introduction

Part

- 301-1 Applicability
- 301-2 General rules

Subchapter B–Allowable Travel Expenses

Part

- 301-10 Transportation expenses
- 301-11 Per diem expenses
- 301-12 Miscellaneous expenses

**Subchapter C–Arranging for Travel Services, Paying Travel Expenses,
and Claiming Reimbursement**

Part

- 301-51 Paying travel expenses
- 301-52 Claiming Reimbursement
- 301-53 Using promotional materials and frequent traveler programs
- 301-74 Conference Planning

Subchapter A--Introduction

PART 301-1--APPLICABILITY

Sec.

- 301-1.2(c)(1) What is the definition of invitational travel?
- 301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?
- 301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?
- 301-1.2(c)(4) How are travelers noted as “invitational” on travel authorizations?
- 301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel authorizations?

301-1.2(c)(1) What is the definition of invitational travel?

Invitational travel is travel paid in part or whole by NOAA of persons other than DOC employees, serving without pay, or at \$1 a year.

See FTR, Chapter 301-1.

301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?

Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through a servicing Travel Management Center.

See NTR, Chapter 301-51.5(b) and 51.8 for regulations regarding the issuance of travel advances for invitational travelers.

301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?

Officials authorizing invitational travel authorizations should ensure, at the time the invitation is extended, that the traveler is aware that **all** of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.

301-1.2(c)(4) How are travelers noted as “invitational” on travel authorizations?

“Invitational” is annotated in the title block of the travel authorization.

301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel authorizations?

Travel authorizations cannot be issued to contractors who receive a fee for services rendered to NOAA. Travel authorizations cannot be issued to individuals who have received a grant, and are using the grant.

PART 301-2--GENERAL RULES

Sec.

- 301-2.1(a) What form do I use to authorize travel?
- 301-2.1(b) What is the difference between an authorizing official and an approving official as it relates to travel?
- 301-2.1(c) Who has the authority to authorize travel authorizations?
- 301-2.1(d) When must I have a travel authorization?
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NOAA TRAVEL DELEGATIONS

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4) **acceptance of payment from a non-Federal source**, 5) **domestic travel**,
6) **permanent change of station (PCS) travel**, 7) **blanket travel**, and 8)
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301-2.1(a) What form do I use to authorize travel?

Users of Travel Manager will use the Travel Manager authorization default form when authorizing travel expenses. Non-users will use the Form CD-29, "Travel Order," when authorizing travel expenses.

See NTR, Chapter 300-4(a)(1) for a blank Form CD-29, and NTR, Chapter 300-4(a)(2) for a blank Travel Manager authorization default form.

301-2.1(b) What is the difference between an authorizing official and an approving official as it relates to travel?

An authorizing official authorizes the obligation of funding on the travel authorization and an approving official authorizes reimbursement of the travel expenses on the travel voucher.

301-2.1(c) Who has the authority to authorize travel authorizations?

Hard copy travel authorizations must be approved by an authorizing official from the funding office. NTR, Chapter 301-2.5 - 301-2.5 (cc) lists authorizing officials who may authorize travel authorizations. The person electronically approving a travel authorization in the NOAA CAMS Travel System, Integrated Travel Manager (ITM) will vary based on the type of user.

For routing users, travel authorizations are electronically sent through a pre-determined management chain for review, approval, and financial processing. These electronic travel authorizations, when electronically approved by the authorizing official, are binding.

For non-routing users, ITM is used for travel document preparation only and the resultant electronic travel authorizations are not binding. Electronic approval of non-routing travel authorizations is only to move the electronic travel authorization to the next processing point and can be performed by the creator of the travel authorization. This is temporary until everyone is able to electronically route travel authorizations.

For both routing and non-routing users, paper copies of travel authorizations must be signed by an authorizing official from the funding office and sent to the traveler's servicing finance office.

301-2.1(d) When must I have a travel authorization?

A travel authorization is required for travel which exceeds a calendar day (24 hour period). A travel authorization is always required when per diem is incurred and/or common carrier transportation for TDY travel is obtained. A travel authorization is required when another Federal agency reimburses NOAA for TDY travel expenses and/or when both NOAA and another Federal agency share TDY travel expenses.

See NTR, Chapter 301-11.1(a)(i) for more information on per diem entitlements.

301-2.1(e) Where do I show leave on the travel authorization?

Leave in conjunction with official travel (before, during, or after), must be shown in the "General Itinerary" and "Other Authorizations" section of the Travel Manager authorization default form, or "Remarks" section of the travel order. Personal points of travel must never be shown on travel authorizations.

301-2.1(f) Can one travel authorization cover a group of individuals?

No, travel authorizations (including blanket travel authorizations and trip authorizations) must be for a single traveler only.

301-2.1(g) Are there any other exceptions to list more than one individual on a travel authorization?

Yes, travel authorizations can cover more than one individual for award ceremony travel, home leave travel, and permanent change of station travel. In these cases, only one travel voucher will be filed for reimbursement.

See DOC Travel Handbook, Chapter 301-1.102(b)(8).

301-2.1(h) How do I show changes to a travel authorization that has already been authorized, but travel has not taken place?

You should complete an amended travel authorization. Amendments should be issued to add expenses that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days.

301-2.1(i) What should I do if I incur expenses that are not authorized on the travel authorization?

After travel, expenses that are not authorized on the travel authorization must be post-approved in the remarks section of the travel voucher using the following: "Reimbursement of the (specific expense(s)) as stated on the travel voucher were necessary and post-approved." The authorizing official's signature is required next to the statement in the remarks section.

See FTR, Chapter 301-12 and NTR, Chapter 301-2.5(a) - 301-2.5(cc) for expenses that require specific authorization.

301-2.1(j) What is a blanket (limited open) travel authorization?

A blanket travel authorization is issued to pre-authorize multiple trips which cannot be scheduled in advance. Blanket travel authorizations:

- 1) can only be issued to NOAA employees and should be limited to repetitive operational travel;
- 2) should include a specific purpose that would apply to all trips made under the blanket travel authorization;
- 3) should be limited as to duration and places to be visited. The duration of a blanket travel authorization (up to the limit of one fiscal year) will depend on the nature of the activity in which the employee, station, or field party is engaged; and
- 4) cannot be used for conferences, meetings, seminars, etc.

301-2.1(k) Can blanket travel authorizations be used for foreign travel?

Yes. Blanket travel authorizations may be used for foreign travel only when:

- 1) daily assignments are of a routine operational nature, such as cross-the-border travel to Canada, or
- 2) travel to any foreign area is an emergency, e.g., nuclear disaster clean-up, and spills of oil and hazardous materials.

301-2.1(l) Once my blanket travel authorization is authorized, do I need to have any other approval?

Yes. All travel accomplished through blanket travel authorizations must be covered by individual trip authorizations. Users of Travel Manager will use the Travel Manager authorization default form for authorizing trips accomplished through blanket travel authorizations. Non-users will use the NOAA Form 42-5, "Trip Authorization," for authorizing trips accomplished through blanket travel authorizations.

Each trip accomplished through blanket travel authorizations must be authorized by the employee's supervisor prior to travel or post-approved on the travel voucher after travel. Post-approvals should be rare and should be considered only for emergencies. *See NTR, Chapter 300-4(i) for a blank NOAA Form 42-5, and NTR, Chapter 300-4(a)(2) for a blank Travel Manager authorization default form.*

301-2.1(m) Can actual expenses be authorized on my blanket travel authorization?

No. Actual expenses cannot be authorized on blanket travel authorizations. Actual expenses can only be authorized on individual travel authorizations, including trip authorizations, authorized at the level of authority cited in *NTR, Chapter 301-2.5(j)*.

301-2.1(n) What form do I use to claim travel expenses?

Users of Travel Manager will use the Travel Manager voucher default form when claiming travel expenses. Non-users will use the Form CD-370, "Travel Voucher," when claiming travel expenses. *See NTR, Chapter 300-4(g)(1) for a blank Form CD-370, and NTR, Chapter 300-4(g)(2) for a blank Travel Manager voucher default form.*

301-2.1(o) Who has the authority to approve travel vouchers?

Hard copy travel vouchers may be approved by the employee's approving official as long as the hard copy travel authorization has been authorized by the authorizing official from the funding office and post-approved expenses on the travel voucher have been authorized by the authorizing official from the funding office in the remarks section of the travel voucher. See NTR 301-2.1(i) for expenses not authorized on the travel authorization. The person electronically approving a travel voucher in the NOAA CAMS Travel System, Integrated Travel Manager (ITM) will vary based on the type of user.

For routing users, travel vouchers are electronically sent through a pre-determined management chain for review, approval, and financial processing. These electronic travel vouchers when electronically approved by the approving official are binding. Electronic travel vouchers may be signed by an approving official from the traveler's office as long as the hard copy travel authorization has been approved by the authorizing official from the funding office.

For non-routing users, the electronic approval of travel vouchers is performed by the traveler's servicing finance office only. This is temporary until everyone is able to electronically route travel vouchers.

For both routing and non-routing users, paper copies of travel vouchers must be signed by an approving official and sent to the traveler's servicing finance office.

- 301-2.5 Who has the authority to authorize most types of travel, including:**
1) premium class accommodations, 2) actual expense travel, 3) foreign travel,
4) acceptance of payment from a non-Federal source, 5) domestic travel,
6) permanent change of station (PCS) travel, 7) blanket travel, and
8) invitational travel?

This section sets forth the responsibilities assigned by the Under Secretary and Administrator to authorizing officials, and the exceptions thereto, and lists by organization title the officials who may authorize official travel. Within NOAA, the following officials have the authority to authorize the types of travel listed above:

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Associate Deputy Under Secretary
Director, Program Coordination Office
Chief Scientist of NOAA
Deputies, Naval and Air Force
Director, Public and Constituent Affairs
Director, Sustainable Development and Intergovernmental Affairs
Director, Policy and Strategic Planning
Director, Legislative Affairs
Director, International Affairs
General Counsel
Director, Office of Marine and Aviation Operations
Director, Commissioned Personnel Center
Director, Marine Operations Center
Director, Aircraft Operations Center
Chief Financial Officer/Chief Administrative Officer
Director, Systems Acquisition Office
Director, High Performance Computing and Communications
Federal Coordinator, Office of the Federal Coordinator for Meteorological
Services and Supporting Research
Deputy Directors, Staff Offices
Assistant Administrators
Deputy Assistant Administrators

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(c)(i)

The following travel arrangements (301-2.5(a) - 301-2.5(z)) require specific authorization or prior approval:

301-2.5(a) Who has the authority to authorize premium-class accommodations for both foreign and domestic travel?

Officials listed in *NTR, Chapter 301-2.5*

Executive Director, OAR

See FTR, Chapter 301-10.121 - 301-10.124.

301-2.5(a)(i) What form authorizes premium-class accommodations?

Form CD-334 is used to authorize premium-class accommodations. A copy of the Form CD-334 and a copy of the travel authorization must be submitted to the NOAA Travel Office whenever first-class travel is authorized.

See NTR, Chapter 300-4(e) for a blank Form CD-334.

301-2.5(b) Who has the authority to authorize the use of foreign air carriers?

The authorizing official who authorized the travel authorization.

See FTR, Chapter 301-10.131 - 301-10.143.

301-2.5(b)(i) Is there a standard statement I can use to authorize foreign air carriers?

Yes. *See NTR, Chapter 300-4(k) for a blank copy of the Fly America Act justification statement.*

301-2.5(c) Who has the authority to approve the use of reduced fares for group or charter arrangements?

Memoranda of request for reduced fares for group and charter arrangements must be submitted to and approved by the Director, Finance Office/Comptroller.

See FTR, Chapter 301-10.111.

301-2.5(c)(i) What information must be included in a memorandum of request for the use of reduced fares for group or charter arrangements?

The traveler must submit a memorandum of request justifying all the pertinent facts as to why specific use is necessary, and how it is advantageous to the Government, prior to issuance of the travel authorization. Failure to comply may result in denial of reimbursement.

301-2.5(d) Who has the authority to approve the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request for the use of cash to pay for common carrier transportation exceeding \$100 must be submitted to and approved by the Chief, Financial Systems and Policy Division, Finance Office, or the Directors, Administrative Support Centers (ASC).

See FTR, Chapter 301-51.100 - 301-51.102.

301-2.5(d)(i) What information must be included in a memorandum of request for the use of cash to pay for common carrier transportation exceeding \$100?

Memoranda of request must come from the authorizing official and must fully explain why cash was used and must be accompanied by:

- A copy of the travel authorization;
- A copy of the passenger's ticket coupon; and
- Original travel voucher or reclaim travel voucher.

301-2.5(e) Who has the authority to authorize the use of extra-fare train service for both foreign and domestic travel?

Officials listed in *NTR, Chapter 301-2.5*

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

See FTR, Chapter 301-10.160 - 301-10.164.

301-2.5(f) Who has the authority to authorize travel by ship?

The authorizing official who authorized the travel authorization.

See NTR, Chapter 301-11.101(b)(i) - 301-11.101(b)(iv).

301-2.5(g) Who has the authority to authorize a rental car?

The authorizing official who authorized the travel authorization.

See FTR, Chapter 301-10.450 - 301-10.452.

NOAA TRAVEL REGULATION

Chapter 301--Travel Allowances

301-2.5(j)

301-2.5(h) Who has the authority to authorize the use of a Government aircraft?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-10.260 - 301-10.262, and NTR, Chapter 301-10.500 - 301-10.508.

301-2.5(i) Who has the authority to authorize payment of a reduced per diem rate?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-11.200.

301-2.5(j) Who has the authority to authorize actual expenses for domestic travel?

Officials listed in *NTR, Chapter 301-2.5*

OFA Office Directors

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS Chief Financial Officer (CFO)

CFO/CAO, NESDIS

CIO, NESDIS

Director, Integrated Program Office, NESDIS

Director, Office of Satellite Operations, NESDIS

Director, Office of Satellite Data Processing and Distribution, NESDIS

Director, Office of Research and Applications, NESDIS

Director, Office of Systems Development, NESDIS

Director, National Climatic Data Center, NESDIS

Director, National Oceanographic Data Center, NESDIS

Director, National Geophysical Data Center, NESDIS

See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - 301-11.311.

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Chapter 301--Travel Allowances

301-2.5(n)

301-2.5(k) Who has the authority to authorize travel expenses related to emergency travel?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-30.1 - 301-30.5.

301-2.5(l) Who has the authority to authorize transportation expenses related to threatened law enforcement/investigative employees and members of their family?

The authorizing official who authorized the travel authorization.
See FTR, Chapter 301-31.1 - 301-31.15.

301-2.5(m) Who has the authority to authorize foreign travel?

Officials listed in *NTR, Chapter 301-2.5*

CFO/CAO, NWS

Director of the Office of Strategic Planning and Policy, NWS

CIO, NWS

Directors, Financial Management Centers, NWS

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

- Foreign travel for Presidential Appointees must be authorized by the Under Secretary and Administrator.
 - Foreign travel for the Director, Aircraft Operations Center, will be authorized by the Director, Office of Office of Marine and Aviation Operations.
 - Foreign travel for Assistant Administrators of Line Offices and Directors of Staff Offices, will be authorized by the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, or the Deputy Under Secretary.
- (All requests for foreign travel will be authorized and processed in accordance with DOC Travel Handbook, Chapter 306, and NTR, Chapter 306.)*

301-2.5(n) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses under \$25,000?

Directors, Financial Management Centers

See NOAA Finance Handbook, Chapter 4, Section 15, and FTR, Chapter 304.

301-2.5(n)(i) Who has the authority to authorize acceptance of payment from a non-Federal source for travel expenses over \$25,000?

Secretary of Commerce

301-2.5(n)(ii) Who has the authority to authorize an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-2.5(n)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) authorizes acceptance of payment from a non-Federal source for travel expenses. The Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses must accompany the CD-210 whenever the payment exceeds \$250.

See NTR, Chapter 300-4(b), (c), and (d) for blank forms.

301-2.5(o) Who has the authority to authorize individual travel authorizations related to attendance at a conference?

The authorizing official who authorized the travel authorization.

See DOC Travel Handbook, Chapter 305-4.1 - 305-4.6.

301-2.5(p) Who has the authority to authorize permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Director, NOAA Corps Operations

301-2.5(q) Who has the authority to authorize domestic and permanent change of station (PCS) travel?

Officials listed in *NTR, Chapter 301-2.5*

Within NOAA, each Line and Staff Office is responsible for maintaining a listing of those who are authorized to authorize domestic and PCS travel. For more information on this listing, call your Line or Staff Office.

(All requests for domestic travel will be authorized and processed in accordance with FTR, Chapter 301, DOC Travel Handbook, Chapter 301, and NTR, Chapter 301. All requests for permanent change of station travel will be authorized and processed in accordance with FTR, Chapter 302, DOC Travel Handbook, Chapter 302, and NTR, Chapter 302.)

301-2.5(r) Who has the authority to authorize domestic blanket travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Deputy Directors, Office of Oceanic and Atmospheric Research Labs, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Deputy/Assistant Director, Office of Global Programs, OAR
Division Chiefs, Office of Oceanic and Atmospheric Research Laboratories, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Chief of Enforcement and Deputy, NMFS
Directors, Center for Operational Oceanographic Products and Services, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Office of National Geodetic Survey, NOS
Director, Office of Coast Survey, NOS
Director, Office of Aeronautical Charting and Cartography, NOS
See DOC Travel Handbook, Chapter 301-1.102(a)(2), and NTR, Chapter 301-2.1(f) - 301-2.1(i).

301-2.5(s) Who has the authority to authorize domestic invitational travel?

Officials listed in *NTR, Chapter 301-2.5*
Directors, All NWS Headquarters Offices
Directors, All NWS Regions
Director, NWS Training Center
Director, NWS National Data Buoy Center
Executive Director, OAR
Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR
Deputy Directors, Office of Oceanic and Atmospheric Research Labs, OAR
Director, National Sea Grant College Program, OAR
Deputy Director, National Sea Grant College Program, OAR
Director, National Undersea Research Program, OAR
Director, Office of Global Programs, OAR
Deputy/Assistant Director, Office of Global Programs, OAR
Division Chiefs, Office of Oceanic and Atmospheric Research Laboratories, OAR
Regional Administrators, NMFS
Science Directors, NMFS
Office Directors and Deputies, NMFS
Laboratory Directors, NMFS
Chief of Enforcement and Deputy, NMFS
Special Agents in Charge, NMFS
Division Chiefs, NMFS
Director, NOAA Coastal Services Center, NOS
Program Manager, NOAA Coastal Services Center, NOS
Director, Center for Operational Oceanographic Products and Services, NOS
Director, National Centers for Coastal Ocean Science, NOS
Director, Center for Coastal Environmental Health and Biomolecular Research at Charleston, NOS
Director, Center for Coastal Fisheries and Habitat Research at Beaufort, NOS
Director, Office of Response and Restoration, NOS
Chief, Hazardous Materials Response Division, NOS
Chief, Coastal Protection and Restoration Division, NOS
See FTR, Chapter 301-1.2 - 301-1.3, and NTR, Chapter 301-1.2(c)(1) - 301-1.4.

301-2.5(t) Who has the authority to authorize travel of an immediate family member to attend award ceremonies?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
See DOC Travel Handbook, Chapter 301-1.102(b)(8).

301-2.5(u) Who has the authority to approve group travel?

1) Domestic group travel: Memoranda of request for groups of fifteen or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Under Secretary and Administrator;

2) Foreign and non-foreign group travel: Memoranda of request for groups of eight or more employees, from the same bureau, including invitational travelers, traveling to the same location or event, must be submitted to and approved by the Under Secretary and Administrator.

See DOC Travel Handbook, Chapter 301-1.102(b)(7).

301-2.5(v) Who has the authority to approve air charter services for point-to-point services to satisfy a one-time need?

Memoranda of request for air charter services must be submitted to and approved by the Director, Finance Office/Comptroller.
See NTR, Chapter 301-10.500 - 301-10.508.

301-2.5(w) Who has the authority to approve long-term apartment leases for lodging of multiple travelers on temporary duty?

Memoranda of request for long-term apartment leases for lodging of multiple travelers on temporary duty must be submitted to and pre-approved by the Chief, Financial Systems and Policy Division, Finance Office.

301-2.5(w)(i) What information must be included in a memorandum of request for the use of long-term apartment leases for lodging multiple travelers on temporary duty?

- Lease period,
- Expected frequency of use,
- Cost/savings analysis justification, and
- Expected savings for lease period.

301-2.5(w)(ii) What information must be maintained once a long-term apartment lease is completed?

- The occupying traveler's name,
- Dates of occupancy, and
- Copies of travel authorizations.

These records must be submitted to the NOAA Travel Office with requests for lease renewals.

301-2.5(x) Who has the authority to authorize per diem within the vicinity of one's official duty station or residence?

The authorizing official who authorized the travel authorization.

*See NTR, Chapter 301-11.1(a)(i) - 301-11.1(d)(iii) for circumstances in which an approving official **may** authorize per diem within the vicinity of one's official duty station or residence.*

301-2.5(y) Who has the authority to approve the issuance of a travel advance to a NOAA employee?

Memoranda of request for the issuance of travel advances to NOAA employees must be submitted to and approved by the Chief, Travel and Purchases Branch, Finance Office, or the Chief, Financial Management Division of your servicing finance office. *See NTR, Chapter 301-51 for regulations regarding the issuance of travel advances to NOAA employees, and NTR, Chapter 300-4(f) for a blank Form CD-369.*

301-2.5(z) Who has the authority to change policy and/or add travel delegations to the NOAA Travel Regulations?

Memoranda of request to change policy and/or add travel delegations to the NOAA Travel Regulations must be submitted to and approved by the Director, Finance Office/Comptroller.

301-2.5(aa) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Chief Financial Officer (CFO)/Management and Budget Chief, Line Office or Director, Staff Office, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO/CAO. The NOAA CFO/CAO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

See NTR, Chapter 301-51 for regulations regarding exemptions from the mandatory use of the Citibank Government travel card.

301-2.5(bb) Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in NTR, Chapter 301-2.5

OFA Office Directors

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS

CFO/CAO, NESDIS

CIO, NESDIS

Director, Integrated Program Office, NESDIS

Director, Office of Satellite Operations, NESDIS

Director, Office of Satellite Data Processing and Distribution, NESDIS

Director, Office of Research and Applications, NESDIS

Director, Office of Systems Development, NESDIS

Director, National Climatic Data Center, NESDIS

Director, National Oceanographic Data Center, NESDIS

Director, National Geophysical Data Center, NESDIS

See FTR, Chapter 301-11.300 - 301-11.306, and NTR, Chapter 301-11.307 - See NTR, Chapter 301-74 for regulations regarding conference planning.

301-2.5(cc) Who has the authority to authorize a conference lodging allowance for a non-Government sponsored conference?

The authorizing official who authorized the travel authorization.

See NTR, Chapter 301-74 for regulations regarding conference planning.

301-2.6 Who authorizes my travel when the authorizing official is not physically available to sign my travel authorization?

Only individuals in suitable management positions should be permitted to sign for authorizing officials during their absences. The term “suitable management positions” excludes secretaries or other office staff performing duties at the clerical or other non-management levels. Authorizing officials will be responsible for travel authorizations authorized for them in their absence.

NOAA TRAVEL Authorization NUMBER STRUCTURE**301-2.7 Who assigns travel authorization numbers?**

Each Line and Staff office is responsible for assigning all travel authorization numbers.

301-2.8 What accounting codes are required on travel authorizations and trip authorizations?

Every travel authorization and trip authorization must include a CAMS accounting classification code which would include the bureau, the project/task, organization code, and object classification code(s). Object classification codes are automatically assigned for users of Travel Manager. See the following Internet site to convert FIMA accounting codes to CAMS accounting codes:

<http://MAKOTO.RDC.NOAA.GOV/CAMS/CONVERTFIMA.HTML>. For non-users, NOAA object classification codes will be shown in block 11 of the travel authorization. NOAA object classification codes are found at the following Internet site: <http://www.rdc.noaa.gov/~finance>.

301-2.9 What is the format for assigning a travel authorization number?

The general format for structuring travel authorization numbers follows:

Travel authorization numbers must be nine characters (either numeric or alpha) without dashes (-), spaces, or any special characters. All travel authorization numbers **must** be unique.

Last Digit of Fiscal Year	Organization Code or Foreign Code	Type of Travel	Unique 4-Digit Sequential Number
---------------------------	---	----------------	--

(1 character)	(3 characters)	(1 character)	(4 characters)
---------------	----------------	---------------	----------------

301-2.10 What types of travel should be entered in the fifth position of the travel authorization number?

S - domestic single travel authorization
F - foreign single travel authorization
B - domestic blanket travel authorization
K - foreign blanket travel authorization
P - domestic permanent change of station (PCS) travel authorization
R - foreign PCS travel authorization

301-2.11 How is a domestic single travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“S”-Domestic Single	Unique 4-Digit Sequential Number
---------------------------	-------------------	---------------------	--

(1 character)	(3 characters)	(1 character)	(4 characters)
---------------	----------------	---------------	----------------

For example: YXXXS0001 - domestic single travel authorization number

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301-2.12 How is a foreign single travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“F”-Foreign Single	Unique 4-Digit Sequential Number
---------------------------	-------------------	--------------------	----------------------------------

(1 character)	(3 characters)	(1 character)	(4 characters)
---------------	----------------	---------------	----------------

For example: YXXXXF0001 - foreign single travel authorization number

301-2.13 How is a domestic blanket travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“B”-Domestic Blanket	Unique 4-Digit Sequential Number In Increments of 50
---------------------------	-------------------	----------------------	---

(1 character)	(3 characters)	(1 character)	(4 characters)
---------------	----------------	---------------	----------------

For example: YXXXXB0050 - domestic blanket travel authorization number

301-2.14 How is a foreign blanket travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“K”-Foreign Blanket	Unique 4-Digit Sequential Number In Increments of 50
---------------------------	-------------------	---------------------	---

(1 character)	(3 characters)	(1 character)	(4 characters)
---------------	----------------	---------------	----------------

For example: YXXXXK0050 - foreign blanket travel authorization number

301-2.15 Are blanket travel authorizations used for obligating travel funds?

No, blanket travel authorizations are not used for obligating travel funds. Individual trip authorizations are used for obligating travel funds.

301-2.16 How is a trip authorization number assigned?

An individual trip authorization number will be a sequential number within the blanket travel authorization number (positions 6-9).

For example: If the blanket domestic travel authorization number is YXXXXB0050; the trip authorization numbers will be YXXXXB0051 through YXXXXB0099

301-2.17 How is a domestic PCS travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“P”-Domestic PCS	Unique 4-Digit Sequential Number
---------------------------	-------------------	------------------	----------------------------------

(1 character)

(3 characters)

(1 character)

(4 characters)

For example: YXXXP0001 - domestic PCS travel authorization number

301-2.18 How is a foreign PCS travel authorization number assigned?

Last Digit of Fiscal Year	Organization Code	“R”-Foreign PCS	Unique 4-Digit Sequential Number
---------------------------	-------------------	-----------------	----------------------------------

(1 character)

(3 characters)

(1 character)

(4 characters)

For example: YXXXR0001 - foreign PCS travel authorization number

Part 301-10-TRANSPORTATION EXPENSES

Subpart B--Common Carrier Transportation

Sec.

- 301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?
- 301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?
- 301-10.110(c) **Moved question and answer to 301-2.1(e)** |

Subpart D--Privately-Owned Vehicle (POV)

Sec.

- 301-10.302(a) What are the one-way mileage distances for the Washington Metropolitan area?
- 301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

Subpart E--Special Conveyances

Sec.

- 301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

Subpart F--Air Charter Services

Sec.

- 301-10.500 What is the definition of charter aircraft?
- 301-10.501 How does air charter for point-to-point services to satisfy a one-time need get authorized?
- 301-10.502 How do air charter services for field party activities get authorized?
- 301-10.503 What method of payment is used to procure air charter for point-to-point services to satisfy a one-time need?
- 301-10.504 What method of payment is used to procure air charter services for field party activities?
- 301-10.505 What is the definition of a rental aircraft?
- 301-10.506 What is the definition of a contracted (leased) aircraft?
- 301-10.507 What is the definition of a privately-owned or rented aircraft?
- 301-10.508 When can a privately-owned or rented aircraft be authorized?

301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?

Since you cannot use Government contract fares for personal travel, you should turn your personal ticket in to your servicing travel management center (TMC) so that they can issue one ticket which will include both official and personal points of travel. You will be responsible for any costs above the Government contract fare.

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Yes. If you receive notice during your personal trip, that you must perform official travel, you can utilize the Government contract fare from your personal travel location, to an official travel location(s), and return to your personal travel location.

301-10.110(c) Moved question and answer to 301-2.1(d)

NOAA TRAVEL REGULATION**Chapter 301--Travel Allowances****301-10.302(a)****Subpart D--Privately-Owned Vehicle (POV)****301-10.302(a) What are the one-way mileage distances for the Washington Metropolitan area?**

The following one-way mileage distances will be used when computing POV mileage for the Washington Metropolitan area. In order that this table can be revised accordingly, the NOAA Travel Office (NTO) should be notified in writing when repeated trips are made between locations not included in this table. *See FTR, Chapter 301-10.300 for POV mileage rates.*

ONE WAY**Dulles Airport to:**

Reagan National Airport	25
Riverdale, MD	40
Rockville, MD	25
Silver Spring, MD	23
Sterling, VA	8
Suitland, MD (FOB 4 Building)	35

Germantown, MD (Century XXI Building) to:

Herbert C. Hoover Building (HCHB)	34
Suitland, MD (FOB 4 Building)	44
Silver Spring, MD	24
Shady Grove, MD	10
Rockville, MD	14

Riverdale Building to:

Baltimore Washington International Airport	26
Camp Springs, MD (World Weather Building)	23
College Park, MD	4
Herbert C. Hoover Building (HCHB)	14
Navy Yard	12
Rockville, MD	21
Silver Spring, MD	11
State Department, 1425 K St., N.W.	11
State Department, 21st & C Sts., N.W.	13
Suitland, MD (FOB 4 Building)	21
Reagan National Airport	16

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NOAA TRAVEL REGULATION**Chapter 301--Travel Allowances****301-10.302(a)**

Silver Spring Metro Center Buildings (SSMC II, III, and IV), to:

Arlington, VA	14
Agriculture Department	7
Baltimore, MD	45
Federal Aviation Agency	8
Fort Belvoir, VA	28
Herbert C. Hoover Building (HCHB)	8
Interior Department	8
National Museum of Natural History, 10th & Const. Ave, NW	8
Navy Yard	11
Reston, VA	23
Smithsonian Institute	8
Sterling, VA	38
State Department, 21st & C Sts., N.W.	8
State Department, 1425 K St., N.W.	10
Suitland, MD (FOB 4 Building)	29
University of Maryland	8
Rockville, MD	10
White House Conference Center	12
Reagan National Airport	16

Sterling, VA to:

Rockville, MD	34
Tyson's Corner, VA	21
Reagan National Airport	35

NOAA TRAVEL REGULATION

Chapter 301–Travel Allowances

301-10.302(a)

Suitland, MD (Federal Office Building #4 (FOB-4)) to:

Andrews Air Force Base (4th Weather Group)	7
Baltimore Washington International Airport	35
Bethesda, MD	21
College Park, MD	19
Gaithersburg, MD (NIST)	42
General Services Administration, 7th & D Sts., S.W.	9
Herbert C. Hoover Building (HCHB)	10
Interior Department	11
National Academy of Science	10
National Aeronautics & Space Admin., 1512 H St., N.W.	10
National Aeronautics & Space Admin., Beltsville, Md	19
National Aeronautics & Space Admin., Colemont Bldg., SS	19
National Aeronautics & Space Admin., FOB-6	8
National Aeronautics & Space Admin., 19th St., N.W.	10
Naval Research Laboratory	9
Naval Ships Research & Development Laboratory	26
Navy Department	10
Navy Yard	7
Pentagon	10
Reagan National Airport	14
Rockville, MD	33
State Department, 21st & C Sts., N.W.	11
State Department, 1425 K St., N.W.	9
University of Maryland	20
U.S. Capitol	7
White House Executive Office Building	10
World Weather Building	4

Subpart D–Privately-Owned Vehicle (POV)

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

COMMON CARRIER

Air fare
Round trip taxi fare & tip
(**do not** use POV costs)
Shuttle/taxi to hotel
Per diem
Excess baggage

POV

Mileage
Tolls, bridge, ferry, road, tunnel
Parking (hotel)
Per diem (including stops)

You **do not** include the cost of local transportation at the TDY site.

Subpart E–Special Conveyances

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

No. If you are offered a rental car rate that is lower than the Government rental car rate, you are required to decline the lower rate. Rental car rates offered at a lower than Government rate do not include full coverage insurance for damages resulting from an accident while performing official travel.

Subpart F–Air Charter Services

301-10.500 What is the definition of charter aircraft?

Aircraft, including pilots and flight crews, chartered for point-to-point service to satisfy a one-time need.

301-10.501 How does air charter for point-to-point services to satisfy a one-time need get authorized?

Memoranda of requests for air charter services must be submitted to and approved by the Director, Finance Office/Comptroller, before an agreement can be completed.

301-10.502 How do air charter services for field party activities get authorized?

Prior approval is not required for chartering helicopters or other small aircraft for short flights to move personnel or equipment during the course of normal field party activities. Air charter services for field parties are authorized on NOAA Form 42-8, “Aircraft Charter Agreement,” which must be signed by representatives of the Government and the carrier.

See NTR, Chapter 300-4(j) for a blank NOAA Form 42-8.

501-10.503 What method of payment is used to procure air charter for point-to-point services to satisfy a one-time need?

Air charter services under \$2,500 can be procured on the Citibank Government travel card. A copy of the memorandum of approval and Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 must be purchased through the servicing procurement office.

301-10.504 What method of payment is used to procure air charter services for field party activities?

Air charter services under \$2,500 for field party activities can be procured on the Citibank Government travel card. The original NOAA Form 42-8 and a copy of the Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 for field party activities must be purchased through the servicing procurement office.

301-10.505 What is the definition of a rental aircraft?

Aircraft rented on a short-term basis under small purchasing authority, with operator-furnished pilots and flight crew, or AOC furnished pilot(s) and flight crew. Short-term or one-time rentals are those for a period of 30 days or less and for obligations of funds less than \$5,000.

301-10.506 What is the definition of a contracted (leased) aircraft?

Aircraft utilized on a formal contract basis for a stipulated time interval, as distinguished from intermittent charter or rental aircraft, with operator-furnished pilot(s) and flight crew, AOC-furnished pilot(s) and flight crew, or NWS-furnished pilot(s).

301-10.507 What is the definition of a privately-owned or rented aircraft?

Aircraft owned or rented by the designated pilot who is then reimbursed on a mileage basis per *FTR*, 301-10.303.

301-10.508 When can a privately-owned or rented aircraft be authorized?

Use of privately-owned or rented aircraft piloted by a Government employee is permitted when authorized. Approvals are granted in accordance with *FTR*, Chapter 301-10.303, and NOAA Administrative Order 216-103, “Aircraft Operations Center Aviation Policies.” Additionally, NWS employees must also adhere to the *NWS Operations Manual*, Chapter D-79, *NWS Flight Operations*.

PART 301-11–PER DIEM EXPENSES

Subpart A–General Rules

Sec.	
301-11.1(a)(i)	When am I entitled to per diem?
301-11.1(d)(i)	Can I claim per diem when I perform official travel or attend conferences in the vicinity of my official duty station or residence?
301-11.1(d)(ii)	Are there situations where I could receive per diem within the vicinity of my official duty station or residence?
301-11.1(d)(iii)	When per diem is authorized within the vicinity of my official duty station or residence, do I need to provide a justification?
301-11.101(b)(i)	What per diem am I entitled to aboard a ship that is not docked and meals are provided?
301-11.101(b)(ii)	What am I entitled to aboard a ship that is docked and meals are not provided?
301-11.101(b)(iii)	What am I entitled to aboard a ship that is docked and meals are provided, but not lodging?
301-11.101(b)(iv)	What M&IE rate am I entitled to when en-route to and from the ship?
301-11.101(b)(v)	What am I entitled to aboard a small NOAA vessel?

Subpart D–Actual Expense

Sec.	
301-11.307	How do I calculate actual expenses for lodging only?
301-11.308	Can I see an example of how to calculate actual expenses for lodging only?
301-11.309	Can the lodging amount be authorized at a different actual expense rate than the meals and incidental expense (M&IE) amount?
301-11.310	How do I calculate actual expenses for lodging and M&IE?
301-11.311	Can I see an example of how to calculate actual expenses for lodging and M&IE?

Subpart A-General Rules

301-11.1(a)(i) When am I entitled to per diem?

You are entitled to per diem when the following three conditions are met:

- 1) when the travel performed is more than 50 miles from the vicinity of your official duty station (corporate limits of the city or town in which employee is stationed), **and**
- 2) when the travel performed is more than 50 miles from your residence (place from which employee commutes daily to their official duty station), **and,**
- 3) when you are in a travel status for more than 12 hours.

See FTR, Chapter 301-11.

301-11.1(d)(i) Can I claim per diem when I perform official travel or attend conferences in the vicinity of my official duty station or residence?

No. According to *Department of Commerce Travel Handbook Special Transmittal, ST-95-4*, dated August 2, 1995, per diem **will not be authorized or paid** to employees who perform official travel or attend conferences in the vicinity of their official duty station or residence.

301-11.1(d)(ii) Are there situations where I could receive per diem within the vicinity of my official duty station or residence?

Yes. Under unusual circumstances, the official who authorizes the travel authorization **may** authorize per diem on a case-by-case basis, based upon commuting time or distance, the location of the employee's residence and official duty station, or the nature of the temporary duty as it relates to the programmatic mission of the operating unit. However, the travel time must be 12 hours or more.

301-11.1(d)(iii) When per diem is authorized within the vicinity of my official duty station or residence, do I need to provide a justification?

Yes. When per diem is authorized within the vicinity of your official duty station or residence, you are required to provide a justification on the travel authorization.

NOAA TRAVEL REGULATION

Chapter 301–Travel Allowances

301-11.101(b)(iv)

The following rules apply to Government and commercial ship travel. Per diem both to and from the ship will be computed under lodgings plus per diem.

301-11.101(b)(i) What per diem am I entitled to aboard a ship that is not docked and meals are provided?

You are entitled to no less than a \$2.00 allowance for incidentals when aboard a ship that is not docked and meals are provided.

301-11.101(b)(ii) What am I entitled to aboard a ship that is docked and meals are not provided?

You are entitled to the locality M&IE rate when aboard a ship that is docked and meals are not provided.

301-11.101(b)(iii) What am I entitled to aboard a ship that is docked and meals are provided, but not lodging?

You are entitled to the applicable maximum lodging rate, plus the applicable incidental rate when aboard a ship that is docked and meals are provided, but not lodging. The incidental rate for CONUS travel will always be \$2. Use the *FTR, Chapter 301, Appendix B “Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance”* when determining the appropriate incidental rate for OCONUS travel.

301-11.101(b)(iv) What M&IE rate am I entitled to when en-route to and from the ship?

You are entitled to the origin M&IE rate when en-route to and from the ship. Origin is defined as the place (permanent duty station or residence) where travel begins.

301-11.101(b)(v) What am I entitled to aboard a small NOAA vessel?

For duty aboard small NOAA vessels (those which do not have permanently assigned crews, including a certified cook, and do not have established mess operations), it is NOAA policy that all food and other items related to mess operations, for use on these vessels, will be initially purchased from, and the cost will be recorded in, appropriate vessel accounts. Meals and lodging are to be provided without charge to the crew and all expedition participants while on temporary duty aboard these vessels. When these vessels are used by NOAA elements on a reimbursable basis, the cost of mess operations should be included in the transfer of cost to the benefitting program. Staff officers having jurisdiction over small NOAA vessels will be responsible for maintaining and accounting for mess inventories, providing suitable rations to users of the vessel while on authorized missions, and preparing the required NOAA Form 75-6, "Quarterly Statement of General Mess and Food Account." As a guide to staff officers and vessel managers, the cost of mess operations should be planned within the existing per diem rate aboard vessels which provide for actual mess expenses plus a \$2.00 incidental allowance to traveling employees, total not to exceed \$9.50.

Subpart D–Actual Expense

301-11.307 How do I calculate actual expenses for *lodging only*?

When calculating actual expenses for lodging only, multiply the applicable actual expense rate times the whole per diem rate. Subtract the applicable M&IE rate from the total to get the maximum amount that can be claimed for lodging under actual expense.

301-11.308 Can I see an example of how to calculate actual expenses for *lodging only*?

Yes. The following is an example of actual expenses at 150% for lodging only using the Silver Spring area (M&IE is not increased):

<u>Per Diem</u>		<u>Actual Expenses</u> <u>(for lodging only)</u>
Lodging	\$115	150% x \$153 = \$229.50
M&IE	\$ 38	(rounded to \$230)
Maximum Per Diem	\$153	\$230 - \$38 = \$192

For the Silver Spring area, the maximum allowable lodging based on 150% actual expense is \$192. In this situation, since you are not increasing M&IE, you do not have to itemize M&IE.

301-11.309 Can the lodging amount be authorized at a different actual expense rate than the meals and incidental expense (M&IE) amount?

Yes. You can authorize the lodging amount at a different actual expense rate than the M&IE amount. For example, you can authorize lodging at 300% and M&IE at 150%.

301-11.310**How do I calculate actual expenses for *lodging and M&IE*?**

- 1) To establish the maximum actual expense for lodging and M&IE, multiply the applicable actual expense rate times the whole per diem rate.
- 2) To establish the maximum actual expense allowable for M&IE, multiply the applicable actual expense rate times the M&IE rate.
- 3) To establish the maximum actual expense allowable for lodging, subtract the maximum allowable for M&IE from the maximum allowable for lodging and M&IE (subtract #2 from #1).

See FTR, Chapter 301-11.300.

301-11.311**Can I see an example of how to calculate actual expenses for *lodging and M&IE*?**

The following is an example of actual expenses at 150% for lodging and 125% for M&IE in the Silver Spring area:

<u>Per Diem</u>		1) <u>Actual Expenses</u> <u>(for lodging and M&IE)</u>
Lodging	\$115	150% x \$153 = \$229.50
M&IE	\$ 38	(rounded to \$230)
Maximum Per Diem	\$153	

2) Actual Expenses for M&IE 3) Actual Expenses for lodging

125% x \$38 = \$47.50
(Rounded to \$48)

\$230 - \$48 = \$182

For the Silver Spring area, the maximum allowable lodging based on 150% actual expense is \$182, and the M&IE based on 125% actual expense is \$48. In this situation, since you are increasing M&IE, you will have to itemize each M&IE.

PART 301-12–MISCELLANEOUS EXPENSES

Sec.

- 301-12.1(a) As a NOAA employee, can I make personal phone calls while on official travel?
- 301-12.1(b) As a NOAA employee, how do I place personal phone calls while on official travel?
- 301-12.1(c) As a NOAA employee, can I claim personal phone call on my travel voucher?
- 301-12.1(d) How do invitational travelers place personal phone calls while on official travel?
- 301-12.1(e) Are there any dollar limitations when claiming personal phone calls home on while on official travel (including ship travel)?
- 301-12.1(f) Do approving officials have the latitude to reimburse personal phone costs exceeding the guidelines in *NTR, 301-12.1(e)*?
- 301-12.1(g) Do I have to be in a travel status for a certain number of days in order to claim personal phone calls?
- 301-12.1(h) Why should I obtain a Federal Calling Card?
- 301-12.1(i) What responsibility does the approving official have for reviewing personal phone charges on the Federal Calling Card?
- 301-12.1(j) Who do I contact to obtain a Federal Calling Card?

301-12.1(a) As a NOAA employee, can I make personal phone calls while on official travel?

Yes, as specified in NAO 212-10a, effective July 22, 1999.

301-12.1(b) As a NOAA employee, how do I place personal phone calls while on official travel?

NOAA employees on official travel must place personal phone calls using either Federal or PrePaid Calling Cards except as noted in NTR 301-12.1(c).

301-12.1(c) As a NOAA employee, can I claim personal phone calls on my travel voucher?

As a general rule, personal phone calls cannot be claimed on travel vouchers unless:

- 1) the phone calls are due to emergency conditions;
- 2) the employee did not have sufficient time to acquire Federal or PrePaid Calling Cards; or
- 3) there are other extenuating circumstances.

301-12.1(d) How do invitational travelers place personal phone calls while on official travel?

Invitational travelers are expected to use a PrePaid Calling Card. If PrePaid Calling Cards are not available, they can claim reasonable telephone charges on their travel voucher.

301-12.1(e) Are there any dollar limitations when claiming personal phone calls while on official travel (including ship travel)?

No. *Department of Commerce Travel Handbook Special Transmittal 98-3*, dated August 12, 1998, removed the dollar limitations when claiming personal phone calls while on official travel. However, when reviewing claims for personal phone calls on official travel, approving officials can use the following as a guideline for reasonableness: \$6.00 a day for domestic travel and \$12.00 a day for foreign travel. Personal phone charges must be specifically authorized when claimed on a travel voucher.

Employees are required to limit personal phone calls while on official travel to a reasonable duration and frequency.

301-12.1(f) Do approving officials have the latitude to reimburse personal phone costs exceeding the guidelines in *NTR, 301-12.1(e)*?

Yes. Approving officials have the latitude to reimburse phone costs exceeding these guidelines based on variable phone rates and circumstances of travel.

301-12.1(g) Do I have to be in a travel status for a certain number of days in order to claim personal phone calls?

No.

301-12.1(h) Why should I obtain a Federal Calling card?

The Federal Calling Card is the least-cost-to-the-Government method for making phone calls while on official travel.

301-12.1(i) What responsibility does the approving official have for reviewing phone charges on the Federal Calling Card?

Approving officials must ensure that employees who use the Federal Calling Card while on official travel do not also claim phone calls on their travel voucher.

301-12.1(j) Who do I contact to obtain a Federal Calling Card?

Employees should call their servicing Designated Agency Representative (DAR) to order Federal Calling Cards. DARs are authorized ordering agents for FTS2000/1 services.

PART 301-51-PAYING TRAVEL EXPENSES

Subpart A-General

Sec.

- 301-51.1(a) What is the preferred method to procure common carrier transportation?
- 301-51.1(b) How do I pay charges associated with converting foreign currency at an embassy abroad?
- 301-51.2(a) What classes of employees are exempt from the mandatory use of the Citibank Government travel card?
- 301-51.3(a) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?
- 301-51.5 How may I pay for official travel expenses if I receive an exemption from the use of the Citibank Government travel card?
- 301-51.8 How does the NOAA office inviting the invitational traveler obtain travel advances?
- 301-51.9 Who do I contact to apply for a Citibank Government travel card?

301-51.1(a) What is the preferred method to procure common carrier transportation?

The preferred method to procure common carrier transportation is a centrally-billed account at a Travel Management Center (TMC). You must follow the requirements of *Federal Travel Regulation (FTR)*, 301-10.106(a) - (c) in emergency situations when the Citibank Government travel card is used to procure common carrier transportation. In order to receive full reimbursement, employees are required to annotate the complete account number on the passenger receipt when using the individual Government Citibank travel card to purchase e-tickets.

301-51.1(b) How do I pay charges associated with converting foreign currency at an embassy abroad?

You are required to use your Government Citibank travel card to pay charges for converting foreign currency at an embassy abroad. Failure to use your Government Citibank travel card will result in the loss of necessary accounting information which will correctly identify the organization to be charged.

301-51.2(a) What classes of employees are exempt from the mandatory use of the Citibank Government travel card?

In addition to the classes of employees exempted in the FTR, and in the Department of Commerce (DOC) Travel Handbook from the mandatory use of the travel charge card, NOAA exempts employees who have a disability that would either limit or prevent them from using a Government Citibank travel card.

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card for employees with a disability:

- 1) must be substantiated in writing by a competent medical authority;
- 2) must be signed by the Assistant Administrator, Line Office or Director, Staff Office; and
- 3) will be reviewed for approval on a case-by-case basis by the Director, Finance Office/Comptroller.

301-51.3(a) Who has the authority to request exemptions from the mandatory use of the Citibank Government travel card?

Memoranda of request for exemptions from the mandatory use of the Citibank Government travel card must be signed by the Chief Financial Officer (CFO)/Management and Budget Chief, Line Office or Director, Staff Office, and be submitted through the Director, Finance Office/Comptroller, to the NOAA CFO/CAO. The NOAA CFO/CAO will forward requests to the DOC Chief Financial Officer and Assistant Secretary for Administration for approval. DOC must report all exemptions to General Services Administration (GSA).

301-51.5 How may I pay for official travel expenses if I receive an exemption from the use of the Citibank Government travel card?

When you receive an exemption from the use of the Government Citibank travel card, you are still expected to procure common carrier transportation on the centrally-billed account within a TMC, and use one of the following methods to pay all other official travel expenses:

(a) Personal funds will be used to pay for official travel expenses for:

- Employees who travel once a year;
- Employees whose travel cards have been canceled because of delinquency or use for non-official purposes; or
- Intermittent, seasonal, or temporary employees who have limited appointments.

NOTE: Travel advances will not be authorized for employees mentioned in 301-51.5(a).

(b) Travel advances are authorized to pay for official travel expenses for:

- Individuals traveling on invitational travel. Invitational travelers are entitled to receive travel advances limited to 80% of the estimated cash expenses of the travel authorization. Users of Travel Manager will refer to the total advance amount in Block 6 of the Travel Manager authorization default form; or
- Employees with disabilities who were granted an exemption, and new appointees who have to travel with less than 24-hours notice and have not had an opportunity to obtain a Citibank Government travel card. A travel advance form and memoranda of request should be faxed to the Chief, Travel and Purchases Branch, Finance Office, or the Chief, Financial Management Division, of your servicing finance office. In addition, the original travel advance form should be mailed to the servicing finance office for proper documentation.

NOTE: Under emergency circumstances, Citibank Government travel cards can be obtained within 48 hours for NOAA employees.

301-51.8 How does the NOAA office inviting the invitational traveler obtain travel advances?

The NOAA office inviting the invitational traveler can obtain travel advances as follows:

(a) under non-emergency circumstances, the NOAA office will submit a travel advance to the servicing finance office. The travel advance will be deposited directly to the traveler's bank account within 2 - 3 days (notify your servicing finance office for direct deposit set-up); or

(b) under emergency circumstances, the NOAA office will submit a travel advance to the servicing imprest cashier. The NOAA office will receive cash to fund the traveler's trip. Note: Imprest funds are no longer available in most areas. Check with your servicing finance office for the availability of an imprest fund.

301-51.9 Who do I contact to apply for a Citibank Government travel card?

(a) All Line and Staff Offices, other than NMFS and NWS, will call Jocelyn Griffin for applications, maintenance, and increases, and Ruth Wagerman for delinquencies on (301) 413-3060, fax (301) 413-3066,

(b) NMFS employees will call LeVon Washington on (301) 713-0155, fax (301) 713-1441, and

(c) NWS employees will call Beth Downs on (301) 713-1698 x167, fax (301) 713-0662.

PART 301-52–CLAIMING REIMBURSEMENT

Sec.

- 301-52.17(a) Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?
- 301-52.17(b) Who is responsible for determining that a travel voucher is proper as defined by DOC Travel Handbook, 301-52.17 and NTR, 301-52.17(a)?
- 301-52.17(c) What date will finance use to determine if interest is due when the claimant's signature date is not shown on the travel voucher?
- 301-52.17(d) What date will finance use to determine if interest is due when both the claimant's signature and signature date are not shown on the travel voucher?
- 301-52.17(e) When must an approving official resolve or document disagreement with the claimant's signature date or any other travel voucher information which will affect to the payment of interest?
- 301-52.18(a) How will my servicing finance office process my travel voucher in cases where my approving official did not notify me of any error?
- 301-52.19(a) How will interest be paid on a travel voucher reimbursement ?

301-52.17(a) Within how many calendar days after I submit a proper travel voucher must NOAA reimburse my allowable expenses?

NOAA must reimburse you within 30 calendar days of the claimants signature date. NOAA must reimburse users of Travel Manager within 30 calendar days of either the hard copy travel voucher or electronic travel voucher, whichever is signed last. In addition to the requirements for a proper travel voucher listed in *DOC Travel Handbook, 301-52.17*, NOAA requires:

- 1) CAMS accounting classification codes; and
- 2) electronic signatures for travel vouchers filed electronically.

301-52.17(b) Who is responsible for determining that a travel voucher is proper as defined by DOC Travel Handbook, 301-52.17 and NTR, 301-52.17(a)?

The approving official must determine that the travel voucher is proper. If the travel voucher is not proper, it should be returned to the claimant with an explanation. When a corrected travel voucher is returned to the approving official, he/she should note the date for calculating interest before the travel voucher is forwarded to the servicing finance office for reimbursement.

NOAA TRAVEL REGULATION

Chapter 301-Travel Allowances

301-52.19(a)

301-52.17(c) What date will the servicing finance office use to determine if interest is due when the claimant's signature date is not shown on the travel voucher?

The finance office receipt date will be used to determine if interest is due when the claimant's signature date is not shown on the travel voucher.

301-52.17(d) What date will the servicing finance office use to determine if interest is due when both the claimant's signature and signature date are not shown on the travel voucher?

The servicing finance office will return the travel voucher to the claimant for signature and date, and the date of the claimant's signature will be used to determine if interest is due.

301-52.17(e) When must an approving official resolve or document disagreement with the claimant's signature date or any other travel voucher information which will affect the payment of interest?

An approving official must resolve or document disagreement with the claimant's signature date, and annotate any other travel voucher information which will affect the payment of interest prior to submission of the travel voucher to the servicing finance office.

301-52.18(a) How will my servicing finance office process my travel voucher in cases where my approving official did not notify me of any error?

Your servicing finance office will pay the proper expenses, disallow any improper expenses and notify you via electronic mail. You may submit a reclaim travel voucher with necessary documentation to your servicing finance office for claimable, but disallowed expenses.

301-52.19(a) How will interest be paid on a travel voucher reimbursement ?

When interest is due, the amount of interest will be determined by the servicing finance office based on the claimant's signature date, which is the first day of the 30 calendar day period within which NOAA must issue reimbursement. The servicing finance office must pay interest using the prevailing Prompt Payment Act interest rate, beginning on the 31st day after the claimant's signature date. Your servicing finance office will issue one payment for both the travel voucher reimbursement and interest.

**PART 301-53 USING PROMOTIONAL MATERIALS AND FREQUENT
TRAVELER PROGRAMS**

Sec.

301-53.1(a)(i) What am I expected to do with frequent flyer benefit(s) earned on official travel in connection with airlines, hotel/motel, and rental car companies?

301-53.1(b)(i) What am I expected to do with any unused promotional benefits or materials I receive from a travel service provider?

301-53.1(a)(i) What am I expected to do with frequent flyer benefit(s) earned on official travel in connection with airlines, hotel/motel, and rental car companies?

As a means of reducing travel costs, you are encouraged to apply frequent flyer benefit(s) earned on official travel to offset any future official travel.

See FTR, Chapter 301-10.124(g), and NTR, Chapter 301-2.5(a) - 301-2.5(a)(i), for regulations regarding the use of frequent flyer benefits to upgrade airline accommodations.

301-53.1(b)(i) What am I expected to do with any unused promotional benefits or materials I receive from a travel service provider?

You can either:

(a) transfer your frequent flyer benefit(s) to another employee who travels frequently, or

(b) return any unused promotional benefits or materials received from a travel service provider to the NOAA Travel Office, 20020 Century Boulevard, Suite 1C, Caller Service #8025, Germantown, MD 20874.

PART 301-74—CONFERENCE PLANNING

Sec.

- 301-74.8 Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?
- 301-74.9 Who has the authority to authorize a conference lodging allowance for a non-Government sponsored conference?
- 301-74.11(a) When can we authorize light refreshments at a conference?
- 301-74.11(b) How do we pay for light refreshments at a conference?

301-74.8 Who has the authority to authorize a conference lodging allowance for a Government sponsored conference?

Officials listed in *NTR, Chapter 301-2.5*

OFA Office Directors

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS

301-74.9 Who has the authority to authorize a conference lodging allowance for a non-Government sponsored conference?

The authorizing official who authorized the travel authorization.

301-74.11(a) When can we authorize light refreshments at a conference?

Light refreshments can be authorized for conferences where at least 50% of the attendees are in a temporary duty status.

301-74.11(b) How do we pay for light refreshments at a conference?

Light refreshments can be procured by either the Citibank purchase card, or convenience checks, but cannot be purchased on the individual Citibank Government travel card. Please contact your servicing procurement office for further information on how to procure light refreshments for a conference.

PART 306-7--Foreign Travel Documents

Sec.	
306-7.1	Foreign Travel Checklist
306-7.2	Defensive Travel Briefing
306-7.3	Visa Requirements for Official Travel

NOAA TRAVEL REGULATION
Chapter 306—Foreign Travel

FOREIGN TRAVEL CHECKLIST
306-7.1

TO: NOAA FOREIGN TRAVEL OFFICE, OFA22, 20020 CENTURY BLVD.,
SUITE 1C, GERMANTOWN, MD 20874
OFFICE: 301-413-3060
FAX: 301-413-3066

FROM: NAME: _____ FAX: _____
PHONE: _____
ADDRESS: _____

SUBJECT: TRAVELER'S NAME: _____
TRAVEL DATES: _____
DESTINATION(S): _____
OFFICIAL PASSPORT NUMBER: _____

The attached Foreign Travel Package contains the following (check where applicable):

- ____ **Emergency Justification Letter** *See NTR, Chapter 306-5*
(Applies to travelers who need an official passport with departure dates of less than 4 weeks lead-time)
- ____ **Form CD-29, Travel Order** *See NTR, Chapter 300-4(a) & 301-2*
- ____ **Defensive Travel Briefing Acknowledgment Statement** *See NTR, Chapter 306-3 & 306-7.2*
- ____ **Form CD-369, Travel Advance** *See NTR, Chapter 300-4(f) & 301-51*
(Invitational travelers only)
- ____ **DSP-11, Application for Passport** *See NTR, Chapter 306-5.4(1)*
(Frequent travelers are advised to request a 48-page passport)
- ____ **DSP-82, Passport Application by Mail** *See NTR, Chapter 306-5.4(2)*
(Frequent travelers are advised to request a 48-page passport)
- ____ **Two (2) Passport Photos** *See NTR, Chapter 306-5.4(1) & (2)*
- ____ **DSP-19, Passport Amendment/Validation Application** *See NTR, Chapter 306-5.5*
- ____ **DSP-64, Statement Regarding Lost or Stolen Passport** *See NTR, Chapter 306-5.6*
- ____ **Visa application(s) and photos**, (if applicable) *See NTR, Chapter 306-7.3*
- ____ **Letter of Invitation** *See NTR, Chapter 306-7.3*
(If applicable - required for travel to Russia and China)
- ____ **Fly America Justification Statement**, (if applicable) *See FTR, Chapter 301-10.131 - 10.143 & NTR, Chapter 300-4*

PURPOSE

As a Commerce employee, you have access to critical U.S. Government information. The purpose of this briefing is to ensure that you understand your responsibilities to protect the information, and to make you aware of security vulnerabilities associated with foreign travel.

Presidential Decision Directive/NSC-12 "Security Awareness and Reporting Foreign Contacts," requires security personnel to establish and maintain security awareness programs which include formal briefings of the threat posed by foreign intelligence services. The awareness program must focus on the intelligence gathering of classified as well as other sensitive information. This Defensive Travel Briefing is part of Commerce's Security Awareness program.

APPLICABILITY

This defensive travel briefing is required by DAO-207-1. When traveling abroad, Departmental personnel, including summer hires, those on temporary assignment, and contractors are required to receive an annual defensive travel briefing. Any individual returning from travel of 90 days or more must undergo a security debriefing upon their return to the U.S.

AREAS OF INTEREST

Within the Department, we possess a wealth of information of interest to foreign powers and entities. Information regarding the Export Administration Act, ongoing negotiations, trade issues, economic indicators, industrial resources, production capabilities, manufacturing and other critical technologies, satellite data, telecommunications and computer sciences information, as well as numerous other types of sensitive information may be sought after. Because of your access to personnel, facilities, and information, YOU, as a Commerce employee, present an opportunity for a foreign entity to expand their knowledge about U.S. technology, capabilities and vulnerabilities. The information contained in this briefing regarding possible intelligence collection may occur in countries with whom we are allies. For that reason, we ask you to be alert to your surroundings and aware of your actions at all times wherever you travel internationally.

NATIONAL SECURITY THREAT LIST

The FBI considers the following to be threats to our national security regardless of the country involved:

Any foreign intelligence activity which is:

- * targeting U.S. intelligence and foreign affairs information and U.S. Government Officials
- * directed at critical technologies
- * directed at the collection of U.S. industrial proprietary economic information.
- * directed at the collection of information relating to defense establishments and national preparedness
- * involving the proliferation of special weapons of mass destruction
- * Involving perception management and active measures

If you become aware of or suspect any foreign intelligence activity aimed at the above list notify your security officer.

PRIOR TO DEPARTURE

1. Contact your security officer or the Office of Security at (202) 482-3131, to obtain the most recent travel advisory information. You may also want to contact the Department of State recorded message at (202) 647-5225.
2. Carefully complete your Visa application, as it will be scrutinized. If you are a naturalized U.S. citizen returning to the country of your origin, your citizenship may be questioned. If you encounter such a problem, please contact the State Department for guidance.
3. Ensure that items you carry with you are not controversial or prohibited. Political material or anything that could be considered pornographic should not be carried. If you are carrying prescription drugs with you, be certain that they are clearly marked and bring only necessary quantities.
4. Carrying letters, packages or gifts to individuals in other countries should be avoided. You may be viewed as a courier attempting to bring the material for subversive or illegal purposes.

5. DO NOT TAKE CLASSIFIED MATERIAL with you as you travel. Arrange to have the material transmitted by other approved means prior to your departure. Consult with your security officer for guidance.
6. Limit the amount of identification that you take. If you have several forms of Government ID (i.e. Commerce ID, building pass, courier card), bring only one ID with you. Make a photocopy of any ID or credit card you will be bringing and leave the copy at home. Write down your passport number and keep it separate from your passport. Do the same with your address and telephone number.
7. The carrying of laptop computers is discouraged, but not prohibited. Consult your security officer and your Information Technology Security Officer if you plan to take a laptop.

UPON ARRIVAL

1. An accurate declaration of all money and valuables should be made at entry. Some countries give the traveler a copy of the declaration which must be surrendered upon leaving. It is important to keep receipts of all money exchanges, as these frequently are required upon departure. Undeclared sums of U.S. or other currency are likely to cause difficulty with authorities and may be confiscated upon departure.
2. Declare such items as cameras, radios, etc, to preclude possible explanations, customs charges, or confiscation when you leave.
3. Contact the American Embassy or Consulate prior to your arrival, and provide your local address and probable length of your visit. For most official business visits a cable should be sent to the appropriate embassy advising of your visit.
4. Use of public transportation is recommended rather than driving yourself, because involvement in traffic accidents can be problematic. Taxis are the preferred mode of transportation. State Department travel advisories provide updated information regarding public transportation concerns in the country you are visiting.

YOUR ACTIVITIES AND BEHAVIOR

1. In all of your activities, show discretion and common sense. **MAINTAIN A LOW PROFILE.** Refrain from any behavior that may make you conspicuous or a potential target. **NEVER** engage in any illegal activity, excessive drinking or gambling. Use your best judgement to carefully avoid any situation which may allow a foreign intelligence agency the opportunity to coerce or blackmail you.
2. Do not discuss classified or sensitive information in any vehicle, restaurant, hotel room, hotel lobby, or other public place. In any public place, your conversation may be overheard, or you may be monitored. If you need to call the U.S. to discuss classified or sensitive information, locate a secure telephone by contacting the Regional Security Officer at the U.S. Embassy.
3. If you locate any possible surveillance equipment, such as microphones, telephone taps, miniature recording devices, or cameras, do not try to neutralize or dismantle it. Assume the device is operable and that active monitoring is ongoing. Report what you have found to the U.S. Embassy or Consulate. When you return, advise your security officer.
4. Never leave luggage or briefcases that contain sensitive information unattended. This includes leaving your briefcase in your hotel room. We encourage you to keep your briefcase, containing sensitive information, immediately in your possession. Departmental personnel frequently report occurrences of their luggage or briefcase being searched or rummaged through. If this happens to you, report the incident to your security officer when you return.
5. Foreign Intelligence Services may place you under physical surveillance or you may suspect that you are being watched. It is better to ignore the surveillance than to attempt to lose or evade it. In any event your actions should be prudent and not likely to generate suspicion. Good precautionary measures are to use well traveled highways and avoid establishing routine schedules.
6. Never try to photograph military personnel, installations, or other "restricted areas". It is best to also refrain from photographing police installations, industrial structures, transportation facilities and border areas.
7. Beware of overly friendly or solicitous people that you meet. Do not establish personal or intimate relationships with these individuals as they may be employed by the intelligence service. Do not share any work related information with any person who does not have a need to know.

8. Do not accept packages and agree to transport them back to the U.S. Even if your friends, relatives and professional contacts, make the request, do not accept the package.
9. If you will be on an extended visit and expect to be writing or receiving mail, remember that it may be subject to censorship. Never make references to any classified or sensitive information.
10. Avoid any areas where there is political or ethnic unrest, demonstrations or protests.
11. Should you be detained or arrested for any reason by the police or other officials, be cooperative, and contact the U.S. Embassy or Consulate immediately. Do not make any statements or sign any documents you do not fully understand until you have conferred with an embassy representative.
12. Do not leave documents in hotel safes.
13. You may keep this document for reference, but do not carry it with you.

UPON YOUR RETURN

Contact your Security Officer to report foreign contacts and any unusual incidents. You must receive a security debriefing if you have been abroad for more than 90 days. You are required to report all contacts with individuals of any nationality, either within or outside the scope of your official activities in which

*Illegal or unauthorized access is sought to classified or otherwise sensitive information.

*You are concerned that you may be the target of an actual or attempted exploitation by a foreign entity.

EMERGENCY NOTIFICATION PHONE NUMBERS

Before your departure, it is recommended that you provide your family and/or a close friend with the name and phone number of your supervisor or coworker so that you can be reached in the event of an emergency.

If an emergency does occur, persons needing to reach you should be instructed to contact you via your immediate office. If this is not possible, the 24 hour State Department Operations Center (202) 647-1512, may be able to assist others in reaching you.

DEFENSIVE TRAVEL BRIEFING ACKNOWLEDGMENT STATEMENT

My signature below indicates that I have read/been briefed and understand the Department of Commerce, Office of Security defensive travel briefing. I am aware that any questions I have concerning the contents of this briefing should be directed to my servicing security officer.

Print Full Name _____

SSN _____

Line or Staff Office _____

City and State _____

Work Phone* _____

Signature _____

Date of Signature _____

**PLEASE SIGN, DATE, AND FAX THIS LAST PAGE TO
THE NOAA TRAVEL OFFICE ON 301-413-3066.**

Privacy Act Statement: Your Social Security Account Number (SSN) is solicited under authority of Executive Order 9397 and will be used to identify you precisely when certifying that you have received a NOAA foreign travel briefing. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of your travel. Collection of this information is authorized by Executive Order 9397, 10450, 12356; U.S.C. 301 and 7531-532; 15 U.S.C. 1501 et seq; and 44 U.S.C. 3101

<u>ABU DHABI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>AFGHANISTAN</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>ALBANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ALGERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>ANDORRA</u>	SEE FRANCE
<u>ANGOLA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ANGUILLA</u>	NO VISA REQUIRED
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA & BARBUDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARMENIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARUBA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AUSTRALIA</u>	Australian visas should be obtained electronically thru the applicable travel management center (TMC). In cases where electronic visas are not possible: 1 ORIGINAL VISA APPLICATION - FORM 456
<u>AUSTRIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AZERBAIJAN</u>	1 VISA APPLICATION, 2 PHOTOS LETTER FROM HOST COMPANY OR ORGANIZATION AUTHORIZED BY MINISTRY OF FOREIGN AFFAIRS
<u>AZORES</u>	SEE PORTUGAL

<u>BAHAMAS</u>	NO OFFICIAL PASSPORT OR VISA REQUIRED. PROOF OF CITIZENSHIP: BIRTH CERTIFICATE OR VOTE OF REGISTRATION CARD ACCEPTABLE
<u>BAHRAIN</u>	1 VISA APPLICATION, 1 PHOTO
<u>BALI</u>	SEE INDONESIA
<u>BANGLADESH</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>BARBADOS</u>	2 VISA APPLICATIONS, 2 PHOTOS (Embarkation and debarkation aboard ship - No visa required)
<u>BELARUS</u>	1 VISA APPLICATION, 1 PHOTO
<u>BELGIUM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BELIZE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>BENIN</u>	3 VISA APPLICATIONS, 3 PHOTOS (CHOLERA AND YELLOW FEVER)
<u>BERMUDA</u>	NO VISA REQUIRED
<u>BHUTAN</u>	1 VISA APPLICATION, 4 PHOTOS
<u>BOLIVIA</u>	VISA REQUIRED
<u>BONAIRE</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BORNEO</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>BOSNIA - HERZEGOVINA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>BOTSWANA</u>	1 VISA APPLICATION
<u>BRAZIL</u>	1 VISA APPLICATION, 1 PHOTO

<u>BRITAIN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRITISH VIRGIN ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRUNEI - DARUSSALAM</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>BULGARIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>BURKINA PASO</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>BURMA</u>	NOW CALLED “MYANMAR” 3 VISA APPLICATIONS, 4 PHOTOS
<u>BURUNDI</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMBODIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMEROON</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>CANADA</u>	NO VISA REQUIRED UNDER 3 MONTHS. NOTE: effective 7/1/99, official passports are strongly suggested for employees conducting official business in Canada due to problems at the border.
<u>CANARY ISLANDS</u>	SEE SPAIN
<u>CAPE VERDE</u>	1 VISA APPLICATION, 1 PHOTO
<u>CAYMAN ISLANDS</u>	NO VISA UNDER 3 MONTHS
<u>CENTRAL AFRICA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>CEYLON</u>	1 VISA APPLICATION, 2 PHOTOS

<u>CHAD</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER VACCINE)
<u>CHILE</u>	VISA REQUIRED
<u>CHINA</u>	1 VISA APPLICATION, 1 PHOTO, AND A LETTER OF INVITATION FROM THE CHINESE GOVERNMENT. <u>Allow at least 2 weeks lead time</u>
<u>CHRISTMAS ISLAND</u>	AUSTRALIAN OWNED: SEE AUSTRALIA KIRITIMATI OWNED: SEE KIRIBATI
<u>COCOS ISLAND</u>	SEE AUSTRALIA
<u>COLOMBIA</u>	VISA REQUIRED
<u>COMOROS ISLANDS</u>	VISA REQUIRED. Can be obtained on arrival for a stay up to a month.
<u>CONGO</u> - BRAZZAVILLE	2 VISA APPLICATIONS, 2 PHOTOS
<u>CONGO</u> (FORMERLY ZAIRE)	2 VISA APPLICATIONS, 2 PHOTOS
<u>COOK ISLAND</u>	NO VISA REQUIRED - SEE NEW ZEALAND
<u>COSTA RICA</u>	VISA REQUIRED
<u>COTE D'IVOIRE</u> <u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CROATIA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>CUBA</u>	1 VISA APPLICATION (Must be typed), 2 PHOTOS. <u>Allow 2 months lead time.</u> NO VISA FOR GUANTANAMO BAY
<u>CURACAO</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>CURASAO</u>	SEE NETHERLAND ANTILLES
<u>CYPRUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CZECH REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>DENMARK</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>DJIBOUTI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>DOMINICA</u>	NO VISA REQUIRED
<u>DOMINICAN REP.</u> <u>DUBAI</u>	VISA REQUIRED (No visa when traveling via military plane) 2 VISA APPLICATIONS, 2 PHOTOS
<u>ECUADOR</u>	VISA REQUIRED
<u>EGYPT</u>	1 VISA APPLICATION, 1 PHOTO
<u>EL SALVADOR</u>	1 VISA APPLICATION, 2 PHOTOS
<u>ENGLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>EQUATORIAL GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ERITREA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ESTONIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ETHIOPIA</u>	1 VISA APPLICATION, 1 PHOTO - <u>Allow 2 weeks lead time</u> (YELLOW FEVER IMMUNIZATION)
<u>FIJI</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FINLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>FRANCE</u>	1 VISA APPLICATION (Completely filled out and signed), 1 PHOTO. Spain, France, and Greece are all the same visa.
<u>FRENCH GUIANA</u>	SEE FRANCE
<u>FRENCH POLYNESIA</u>	SEE FRANCE
<u>FRENCH WEST INDIES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GABON</u>	2 VISA APPLICATIONS, 2 PHOTOS, (YELLOW FEVER, SMALLPOX, & CHOLERA)
<u>GALA PAGOS ISLANDS</u>	SEE ECUADOR
<u>GAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS (IMMUNIZATION RECORD)
<u>GEORGIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>GERMANY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GHANA</u>	1 VISA APPLICATION, 4 PHOTOS (4 Part carbon through application)
<u>GIBRALTAR</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GILBERT ISLANDS</u>	SEE KIRIBATI
<u>GREAT BRITAIN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GREECE</u>	1 VISA APPLICATION, 1 PHOTO Spain, France, and Greece are all the same visa.
<u>GREENLAND</u>	SEE DENMARK
<u>GRENADA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GRENADINE ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>GUADELOUPE</u>	SEE FRANCE
<u>GUAM</u>	NO VISA REQUIRED
<u>GUATEMALA</u>	VISA REQUIRED
<u>GUIANA, FRENCH</u>	SEE FRENCH GUIANA
<u>GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GUINEA</u> - BISSAU	2 VISA APPLICATIONS, 2 PHOTOS
<u>GUYANA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>HAITI</u>	VISA REQUIRED
<u>HOLY CITY- VATICAN CITY STATE</u>	SEE ITALY
<u>HONDURAS</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>HONG KONG</u> Administrative Region -	NO VISA REQUIRED UNDER 3 MONTHS Travelers visiting Hong Kong after visiting China and then returning to China, will continue to require a double entry visa to China - 1 VISA APPLICATION, 1 PHOTO, AND LETTER OF INVITATION.
<u>HUNGARY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ICELAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>INDIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>INDONESIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>IRAN</u>	NO TRAVEL ALLOWED
<u>IRAQ</u>	NO TRAVEL ALLOWED

<u>IRELAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ISRAEL</u>	1 VISA APPLICATION AND CLEAR PHOTOCOPY OF THE PASSPORT (Will need new passport if current passport contains current a Syrian visa).
<u>ITALY</u>	NO VISA REQUIRED
<u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>JAMAICA</u>	1 VISA APPLICATION, 1 PHOTO
<u>JAPAN</u>	1 VISA APPLICATION , 1 PHOTO (visa valid 5 years)
<u>JAVA (INDONESIA)</u>	SEE INDONESIA
<u>JORDAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KAMPUCHEA</u>	3 VISA APPLICATIONS, 3 PHOTOS, AND COPY OF TRAVEL ITINERARY
<u>KAZAKHSTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KENYA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KIRIBATI</u>	1 VISA APPLICATION, 1 PHOTO
<u>KOREA (SOUTH)</u>	1 VISA APPLICATION, 1 COLOR PHOTO
<u>KUWAIT</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>KYRGYZSTAN</u>	1 VISA APPLICATION (Must be typed), 1 PHOTO
<u>LAOS</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LATVIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LEBANON</u>	1 VISA APPLICATION, 2 PHOTOS

<u>LEEWARD ISLANDS</u>	SEE BRITISH VIRGIN ISLANDS
<u>LESOTHO</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>LIBERIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>LIBYA</u>	NO TRAVEL ALLOWED
<u>LIECHTENSTEIN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LITHUANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LOMBOK</u>	SEE INDONESIA
<u>LUXEMBOURG</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MACALL</u>	SEE PORTUGAL
<u>MACEDONIA</u>	1 VISA APPLICATION, 1 PHOTO, LETTER OF INVITATION
<u>MADAGASCAR</u>	1 ORIGINAL VISA APPLICATION, 1 PHOTO
<u>MALAWI</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>MALAYSIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MALDIVES</u>	NO VISA REQUIRED
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>MALTA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MARQUESAS ISLANDS</u>	SEE FRANCE
<u>MARSHALL ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MARTINIQUE</u>	SEE FRANCE

<u>MAURITANIA</u>	2 VISA APPLICATIONS, 4PHOTOS, (IMMUNIZATION RECORD)
<u>MAURITIUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MAYOTTE</u>	SEE FRANCE
<u>MEXICO</u>	NO VISA REQUIRED UNDER 3 MONTHS (Need special permit if working in Mexican waters)
<u>MICRONESIA</u>	NO VISA REQUIRED
<u>MIQUELON INLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOLDOVA</u>	1 VISA APPLICATION, 1 PHOTO
<u>MONACO</u>	SEE FRANCE
<u>MONGOLIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>MONTENEGRO</u>	1 VISA APPLICATION
<u>MONTSERRAT</u>	NO VISA REQUIRED
<u>MOROCCO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOZAMBIQUE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>MYANMAR</u>	3 APPLICATIONS, 4 PHOTOS
<u>NAMIBIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NAURU</u>	VISA REQUIRED - PERMISSION LETTER FROM REPUBLIC OF NAURU POLICE DEPARTMENT IS REQUIRED.
<u>NEPAL</u>	1 VISA APPLICATION, 1 PHOTO
<u>NETHERLANDS</u>	NO VISA REQUIRED

<u>NETHERLAND ANTILLES</u>	NO VISA REQUIRED
<u>NEW CALEDONIA</u>	SEE FRANCE
<u>NEW ZEALAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NICARAGUA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NIGER</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER - CERTIFIED SHOT RECORD)
<u>NIGERIA</u>	1 VISA APPLICATION, 1 PHOTO (UP-TO-DATE SHOT RECORD & 2 WEEK BACKGROUND INVESTIGATION)
<u>NIVE</u>	SEE NEW ZEALAND
<u>NORFOLK ISLANDS</u>	SEE AUSTRALIA
<u>NORTH MARIANA ISLANDS</u>	NO VISA REQUIRED
<u>NORWAY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>OMAN</u>	2 ORIGINAL VISA APPLICATIONS (Must be typed), 2 PHOTOS
<u>PAKISTAN</u>	1 VISA APPLICATION, 2 PHOTOS
<u>PALAU ISLANDS</u>	VISA ISSUED AT AIRPORT
<u>PANAMA</u>	1 PHOTO
<u>PAPUA NEW GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS, (Port Moresby must send Immigration approval to embassy)
<u>PARAGUAY</u>	1 VISA APPLICATION, 1 PHOTO
<u>PERU</u>	1 VISA APPLICATION, 1 PHOTO

<u>PHILIPPINES</u>	1 VISA APPLICATION, 1 PHOTO
<u>POLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>PORTUGAL</u>	NO VISA UNDER 1 MONTH (In cases over 1 month, the traveler must apply at a local police station)
<u>QATAR</u>	1 VISA APPLICATION, 2 PHOTOS
<u>REUNION ISLAND</u>	SEE FRANCE
<u>ROMANIA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>RUSSIA</u>	1 VISA APPLICATION, 3 SIGNED PHOTOS (no glossy photos) LETTER OF INVITATION - <u>Allow at least 2 weeks lead time</u>
<u>RWANDA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SAINT BARTS</u>	SEE FRANCE
<u>SAINT KITTS & NEVIS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT LUCIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT MAARTEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT PIERRE MIQUELON</u>	SEE FRANCE
<u>SAINT VINCENT & THE GRENADINES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAMOA (WESTER)</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SAN MARINO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAOTOME & PRINCIPE</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)

<u>SAUDI ARABIA</u>	1 VISA APPLICATION, 1 PHOTO (Will need new passport if current passport contains Israeli visa)
<u>SCOTLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SERBIA & MONTENEGRO</u>	1 VISA APPLICATION
<u>SENEGAL</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SEYCHELLES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SIERRA LEONE</u>	1 VISA APPLICATION, 1 PHOTO
<u>SINGAPORE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVAK REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVENIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOLOMON ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOMALIA</u>	CONTACT DEPARTMENT OF STATE
<u>SOUTH AFRICA</u>	1 VISA APPLICATION
<u>SPAIN</u>	VISA REQUIRED Spain, France, and Greece are all the same visa.
<u>SRI LANKA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>SUDAN</u>	NO VISA IS ISSUED STATESIDE
<u>SUMATRA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>SURINAME</u>	1 VISA APPLICATION

<u>SWAZILAND</u>	NO VISA REQUIRED UNDER 2 MONTHS. If entry/exit via South Africa, a double transit visa is required
<u>SWEDEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SWITZERLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SYRIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>TAHITI</u>	SEE FRANCE
<u>TAIWAN</u>	<u>MUST TRAVEL ON PERSONAL PASSPORT.</u> TAIWAN CLEARANCE FORM AND COUNTRY CABLE CLEARANCE MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (Fax number on clearance sheet). Upon approval, Taiwan Coordination Staff will fax clearance to the NTO. Upon completion of the foreign travel package, the NTO will send the traveler a copy of the Taiwan clearance form. Traveler is expected to obtain a Taiwanese visa in their personal passport by submitting a copy of the approved Taiwan clearance form with personal passport and visa paperwork to the Taiwan embassy.
<u>TAJIKISTAN</u>	1 VISA APPLICATION, 3 PHOTOS. (Approval from the Ministry of Foreign Affairs in Tajikistan must be arranged by sponsor)
<u>TANZANIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>THAILAND</u>	1 VISA APPLICATION, 2 PHOTOS
<u>TIMOR</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>TOGO</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>TOKELEU</u>	SEE NEW ZEALAND

<u>TONGA</u>	NO VISA UNDER 1 MONTH
<u>TRINIDAD & TOBAGO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TUNISIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TURKEY</u>	1 VISA APPLICATION
<u>TURKMENISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>TURKS & CAICOS ISLANDS</u>	NO VISA UNDER 1 MONTH
<u>TUVALU ISLAND</u>	NO VISA REQUIRED
<u>UGANDA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>UKRAINE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>UNITED ARAB EMIRATES</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>UNITED KINGDOM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>URUGUAY</u>	VISA REQUIRED
<u>UZBEKISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>VANUATU</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>VENEZUELA</u>	1 VISA APPLICATION, 2 PHOTOS

<u>VIETNAM</u>	1 VISA APPLICATION, 1 PHOTO, VISA APPROVAL FORM (Visa approval form must come from joint venture partner who must obtain the approval letter in advance from the Immigration Department on the travelers behalf. Visa approval form must accompany the visa application and photo.)
<u>VIRGIN ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRITISH</u>	
<u>WALES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>WALLIS ISLAND</u>	SEE FRANCE
<u>WESTERN SAMOA</u>	SEE SAMOA
<u>WEST INDIES (BRITISH)</u>	NO VISA REQUIRED
<u>WEST INDIES (FRENCH)</u>	NO VISA REQUIRED
<u>YEMEN ARAB REP.</u>	1 VISA APPLICATION, 2 PHOTOS
<u>YUGOSLAVIA</u> (Federal Republic)	1 VISA APPLICATION
<u>YUGOSLAVIA</u> (Former Yugoslav Republic of Magedonia)	NO VISA UNDER 3 MONTHS
<u>ZAIRE</u>	SEE CONGO
<u>ZAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ZANZIBAR</u>	1 VISA APPLICATION, 1 PHOTO
<u>ZIMBABWE</u>	2 VISA APPLICATIONS, 2 PHOTOS